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ABSTRACT

Applications for Federal Assistance (Form 424) from the Library Development Division of the Texas State Library and Archives Commission are presented, along with supporting documentation, for each of the following programs: Title I--Library Services; Title II--Public Library Construction; and Title III--Interlibrary Cooperation and Resource Sharing. Title I documentation comprises budget information and estimates for fiscal year 1986 for Maintenance of Effort, Administration, and Major Urban Resource Libraries. Program narratives for eight Title I projects are also included: Project 1--Areas without Services; Project 2--Areas with Inadequate Services; Project 3--Regional Public Library Systems; Project 4--Library Services for the Blind and Other Physically Handicapped Persons; Project 5--Centralized Acquisitions for State Institutions; Project 7--Major Urban Resource Libraries; Project 9--Services to Limited English Speaking; and Project 13--Administrative Expenses for Library Services and Construction Act. The program narrative for Project 1--Public Library Construction is presented for Title II. Included for Title III are budget information and narrative summaries for Project 1--Demonstrations of Interlibrary Cooperation and Project 3--Establishing, Expanding, and Operating Library Networks. Eight appendices follow: (1) Establishment Grant Application Guidelines and Abstracts of Subgrant Projects; (2) Incentive Grant Application Guidelines; (3) Guidelines for System Plans of Service and Abstracts of Subgrant Projects; (4) Guidelines for Interlibrary Loan Contracts; (5) Application for State Institutions Program; (6) Major Urban Resource Libraries (MURLs) Grant Program Guidelines; (7) Guidelines for Fiscal Year 1987 Title II Library Servies and Construction Act Construction Program; and (8) Interlibrary Cooperation Grant Application Guidelines and Abstracts of Subgrant Projects. The Basic State Plan and a long-range plan update follow the appendices. (KM)

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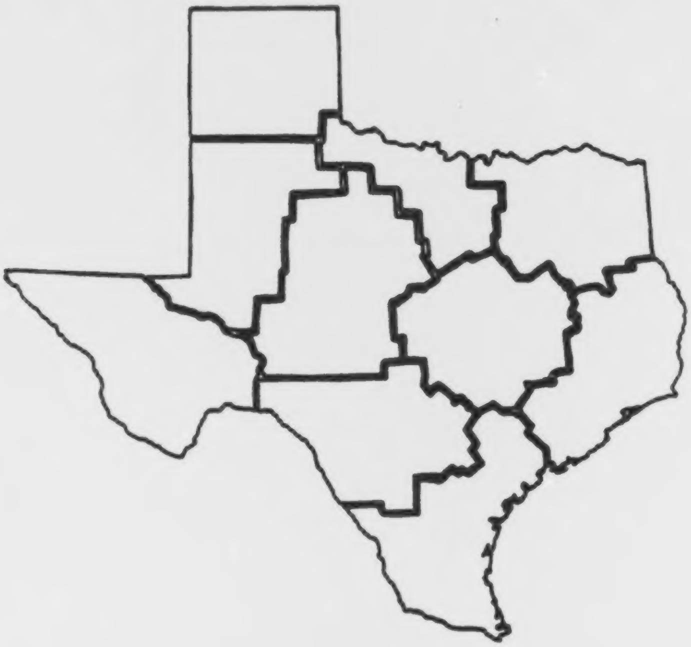
ANNUAL PROGRAM

1986



Texas State Library

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ANNUAL PROGRAM
FY 1986
TABLE OF CONTENTS

Title I, Standard Form 424 1

Title I, Budget Information 2

Estimates - FY 1986 Maintenance of Effort, Administration, and MURLs . . . 17

Title I, Project 1: Areas Without Services 18
  1.1 Public Library Establishment 19

Title I, Project 2: Areas With Inadequate Services 21
  2.1 Public Library Reorganization 22
  2.2 Regional Public Library Systems 24
  2.3 Interlibrary Loan and Reference Network 28
  2.4 Texas Reading Club 30
  2.5 Statewide Video Project 32
  2.6 Interlibrary Loan Referral Center Bibliographic Network 34
  2.7 Continuing Education 36

Title I, Project 3: Services to Disadvantaged 39
  3.1 Regional Public Library Systems 40

Title I, Project 4: Service to Physically Handicapped 41
  4.1 Library Services for the Blind and Other Physically Handicapped Persons 42

Title I, Project 5: Service to Institutionalized 44
  5.1 Centralized Acquisitions for State Institutions . 45

Title I, Project 7: Major Urban Resource Libraries 48
  7.1 Major Urban Resource Libraries 49

Title I, Project 9: Services to Limited English-Speaking 52
  9.1 Regional Public Library Systems 53
  9.2 Public Library Establishment 54

Title I, Project 13: Administration 55
  Administrative Expenses for LSCA 56

Table of Contents (continued)

Title II, Standard Form 424 58

Title II, Project 1: Public Library Construction. 59

Title III, Standard Form 424 61

Title III, Budget Information 62

Title III, Project 1: Planning of Cooperative Library Networks 68
- 1.1 Demonstrations of Interlibrary Cooperation . . 69

Title III, Project 3: Establishing, Expanding and Operating Library Networks 71
- 3.1 Demonstrations of Interlibrary Cooperation . . 72
- 3.2 Interlibrary Loan and Reference Referral Network 73
- 3.3 Texas Union List of Serials 74

Appendix

- A: Establishment Grant Application Guidelines and Abstracts of Subgrant Projects
- B: Incentive Grant Application Guidelines
- C: Guidelines for System Plans of Service and Abstracts of Subgrant Projects
- D: Guidelines for Interlibrary Loan Contracts
- E: Application for State Institutions Program
- F: MURLs Grant Program Guidelines
- G: Guidelines for FY 1987 Title II LSCA Construction Program
- H: Interlibrary Cooperation Grant Application Guidelines and Abstracts of Subgrant Projects

OMB Approval No 0348-0006

FEDERAL ASSISTANCE

1 TYPE OF SUBMISSION (Mark appropriate box)
☐ NOTICE OF INTENT (OPTIONAL)
☐ PREAPPLICATION
☒ APPLICATION

2 APPLICANT'S APPLICATION IDENTIFIER
a. NUMBER
b. DATE Year month day 19

3 STATE APPLICATION IDENTIFIER NOTE: TO BE ASSIGNED BY STATE
a. NUMBER
b. DATE ASSIGNED Year month day 19

Leave Blank

4 LEGAL APPLICANT/RECIPIENT
a. Applicant Name Texas State Library & Archives Commission
b. Organization Unit Library Development Division
c. Street/P.O. Box P. O. Box 12927/Capitol Station
d. City Austin,
e. County Travis
f. State Texas
g. ZIP Code 78711
h. Contact Person (Name & Telephone No.) William D. Gooch
512/475-2166

5 EMPLOYER IDENTIFICATION NUMBER (EIN)

6 PROGRAM (From CFDA)
a. NUMBER 84.034
MULTIPLE ☐
b. TITLE Title I
Library Services

7 TITLE OF APPLICANT'S PROJECT (Use section IV of this form to provide a summary description of the project.)
FFY 1986 Library Services and Construction Act Basic State Plan; Annual Program Title I; and Long Range Plan Update 1986-1988.

8 TYPE OF APPLICANT/RECIPIENT
A—State
B—Interstate
C—Substate Organization
D—County
E—City
F—School District
G—Special Purpose District
H—Community Action Agency
I—Higher Educational Institution
J—Indian Tribe
K—Other (Specify)
Enter appropriate letter A

9 AREA OF PROJECT IMPACT (Names of cities, counties, states, etc.)
Statewide

10 ESTIMATED NUMBER OF PERSONS BENEFITING
14,229,191

11 TYPE OF ASSISTANCE
A—Basic Grant
B—Supplemental Grant
C—Loan
D—Insurance
E—Other
Enter appropriate letter(s) A

12 PROPOSED FUNDING

a. FEDERAL	$ 4,295,846.00
b. APPLICANT	7,076,077.00
c. STATE	.00
d. LOCAL	.00
e. OTHER	.00
f. Total	$11,371,923.00

13 CONGRESSIONAL DISTRICTS OF
a. APPLICANT State
b. PROJECT NA

14 TYPE OF APPLICATION
A—New
B—Renewal
C—Revision
D—Continuation
E—Augmentation
Enter appropriate letter A

15 PROJECT START DATE Year month day 19 NA

16 PROJECT DURATION NA Months

17 TYPE OF CHANGE (For 14c or 14e)
A—Increase Dollars
B—Decrease Dollars
C—Increase Duration
D—Decrease Duration
E—Cancellation
F—Other (Specify)
NA
Enter appropriate letter(s)

18 DATE DUE TO FEDERAL AGENCY ▶ Year month day 1985 10 01

19 FEDERAL AGENCY TO RECEIVE REQUEST U.S. Department of Education
a. ORGANIZATIONAL UNIT (IF APPROPRIATE) Office of Educational Research and Improvement
b. ADMINISTRATIVE CONTACT (IF KNOWN) Evaline Neff, Adm. Librarian
c. ADDRESS
Department of Education, SPLSB
400 Maryland Avenue, SW, Washington, D.C. 20202-1630

20 EXISTING FEDERAL GRANT IDENTIFICATION NUMBER
74-60000126

21. REMARKS ADDED
☐ Yes ☒ No

SECTION II—CERTIFICATION

22 THE APPLICANT CERTIFIES THAT ▶ To the best of my knowledge and belief data in this preapplication/application are true and correct, the document has been duly authorized by the governing body of the applicant and the applicant will comply with the attached assurances if the assistance is approved

a. YES. THIS NOTICE OF INTENT/PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON
DATE September 1, 1985
b. NO. PROGRAM IS NOT COVERED BY E.O. 12372 ☐
OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW ☐

23 CERTIFYING REPRESENTATIVE
a. TYPED NAME AND TITLE
Dorman H. Winfrey
Director-Librarian
b. SIGNATURE Dorman H. Winfrey

SECTION III—FEDERAL AGENCY ACTION

24 APPLICATION RECEIVED Year month day 19

25 FEDERAL APPLICATION IDENTIFICATION NUMBER

26 FEDERAL GRANT IDENTIFICATION

27 ACTION TAKEN
☐ a. AWARDED
☐ b. REJECTED
☐ c. RETURNED FOR AMENDMENT
☐ d. RETURNED FOR E.O. 12372 SUBMISSION BY APPLICANT TO STATE
☐ e. DEFERRED
☐ f. WITHDRAWN

28 FUNDING

a. FEDERAL	$ .00
b. APPLICANT	.00
c. STATE	.00
d. LOCAL	.00
e. OTHER	.00
f. TOTAL	$ .00

29 ACTION DATE ▶ Year month day 19

30 STARTING DATE Year month date 19 10 1

31. CONTACT FOR ADDITIONAL INFORMATION (Name and telephone number)
Phone: (202) 254-9664

32 ENDING DATE Year month date 19 09 30

33. REMARKS ADDED
☐ Yes ☐ No

NSN 7540-01-008-8162
PREVIOUS EDITION IS NOT USABLE

424-103

STANDARD FORM 424 PAGE 1 (Rev. 4-84)
Prescribed by OMB Circular A-102

Title I
FY 85 CARRYOVER

OMB NO 1850-0528, EXP 12/30

PART III - BUDGET INFORMATION

SECTION A - BUDGET SUMMARY

GRANT PROGRAM, FUNCTION OR ACTIVITY (a)	FEDERAL CATALOG NO. (b)	ESTIMATED UNOBLIGATED FUNDS		NEW OR REVISED BUDGET		
		FEDERAL (c)	NON-FEDERAL (d)	FEDERAL (e)	NON-FEDERAL (f)	TOTAL (g)
1. PUBLIC LIBRARY (AREAS WITHOUT SERVICES) SEC. 102, LSCA	84.034	$ 80,000	$	$	$	$
2. PUBLIC LIBRARY (AREAS WITH INADEQUATE SERVICES) SEC. 102, LSCA	84.034	1,279,909				
3. DISADVANTAGED SEC. 102, LSCA a. CULTURALLY §770.4 LSCA REGS b. SOCIOECONOMICALLY (INCLUDE URBAN AND RURAL LOW-INCOME) §770.4 LSCA REGS. c. EDUCATIONALLY §770.4 LSCA REGS	84.034	646,126				
[illegible]		$	$	$	$	$

SECTION B - BUDGET CATEGORIES

6. OBJECT CLASS CATEGORIES	GRANT PROGRAM, FUNCTION OR ACTIVITY				TOTAL (5)
	(1) LSCA I	(2) STATE	(3) LOCAL	(4) OTHER FEDERAL	
a. PERSONNEL	$ 15,540	$	$	$	$
b. FRINGE BENEFITS	0				
c. TRAVEL	0				
d. EQUIPMENT	0				
e. SUPPLIES	0				
f. CONTRACTUAL	1,736,495				
g. LIBRARY MATERIALS	0				
h. OTHER	204,000				
i. TOTAL DIRECT CHARGES	2,006,035				
j. INDIRECT CHARGES					
k. TOTALS	$ 2,006,035	$	$	$	$
7. PROGRAM INCOME	$	$	$	$	$

7

Title I
FY 85 CARRYOVER

OMB NO 1850-0528 EXP 12/84

PART III - BUDGET INFORMATION

SECTION A - BUDGET SUMMARY

GRANT PROGRAM, FUNCTION OR ACTIVITY (a)	FEDERAL CATALOG NO. (b)	ESTIMATED UNOBLIGATED FUNDS		NEW OR REVISED BUDGET		
		FEDERAL (c)	NON-FEDERAL (d)	FEDERAL (e)	NON-FEDERAL (f)	TOTAL (g)
4. HANDICAPPED SEC. 102, LSCA	84.034	$	$	$	$	$
5. INSTITUTIONALIZED SEC. 102, LSCA	84.034	48,403				
6. STRENGTHENING STATE LIBRARY ADMINISTRATION AGENCY SEC. [illegible] LSCA	84.034					
7. MAJOR URBAN RESOURCE LIBRARY SEC. 102, LSCA	84.034	400,468				
8. TOTALS		$	$	$	$	$

SECTION B - BUDGET CATEGORIES

6. OBJECT CLASS CATEGORIES	GRANT PROGRAM, FUNCTION OR ACTIVITY				TOTAL (5)
	(1) LSCA I	(2) STATE	(3) LOCAL	(4) OTHER FEDERAL	
a. PERSONNEL	$ 6,852	$	$	$	$
b. FRINGE BENEFITS	0				
c. TRAVEL	0				
d. EQUIPMENT	0				
e. SUPPLIES	0				
f. CONTRACTUAL	400,463				
g. LIBRARY MATERIALS	40,000				
h. OTHER	1,551				
i. TOTAL DIRECT CHARGES	443,371				
j. INDIRECT CHARGES	0				
k. TOTALS	$ 448,371	$	$	$	$
7. PROGRAM INCOME	$	$	$	$	$

ED FORM 821 8/84

REPLACES ED FORM 821, 8/83, WHICH IS OBSOLETE

Title I
FY 85 CARRYOVER

OMB NO. 1850-0520 EXP. 1/84

PART III - BUDGET INFORMATION

SECTION A - BUDGET SUMMARY

GRANT PROGRAM, FUNCTION OR ACTIVITY (a)	FEDERAL CATALOG NO. (b)	ESTIMATED UNOBLIGATED FUNDS		NEW OR REVISED BUDGET		
		FEDERAL (c)	NON-FEDERAL (d)	FEDERAL (e)	NON-FEDERAL (f)	TOTAL (g)
8. STRENGTHENING METROPOLITAN PUBLIC LIBRARY SEC. 102, LSCA	84.034	$	$	$	$	$
9. LIMITED ENGLISH-SPEAKING ABILITY SEC. 6, LSCA	84.034	1,840,940				
10. SERVICES TO THE ELDERLY SECS. 6 and 101	84.034					
11. TOTALS		$	$	$	$	$

SECTION B - BUDGET CATEGORIES

6. OBJECT CLASS CATEGORIES	GRANT PROGRAM, FUNCTION OR ACTIVITY				TOTAL (5)
	(1) LSCA I	(2) STATE	(3) LOCAL	(4) OTHER FEDERAL	
a. PERSONNEL	$ 0	$	$	$	$
b. FRINGE BENEFITS	0				
c. TRAVEL	0				
d. EQUIPMENT	0				
e. SUPPLIES	0				
f. CONTRACTUAL	1,840,940				
g. LIBRARY MATERIALS	0				
h. OTHER	0				
i. TOTAL DIRECT CHARGES	1,840,940				
j. INDIRECT CHARGES	0				
k. TOTALS	$ 1,840,940	$	$	$	$
7. PROGRAM INCOME	$	$	$	$	$

ED FORM 821 6/84

REPLACES ED FORM 821, 9/83, WHICH IS OBSOLETE

Title I
FY 85 CARRYOVER

OMB NO [illegible]

PART III - BUDGET INFORMATION

SECTION A - BUDGET SUMMARY

GRANT PROGRAM, FUNCTION OR ACTIVITY (a)	FEDERAL CATALOG NO. (b)	ESTIMATED UNOBLIGATED FUNDS		NEW OR REVISED BUDGET		
		FEDERAL (c)	NON-FEDERAL (d)	FEDERAL (e)	NON-FEDERAL (f)	TOTAL (g)
		$	$	$	$	$
11. COMMUNITY INFORMATION AND REFERRAL CENTERS SEC. 101(3), LSCA	84.034					
12. LITERACY PROGRAMS SEC. 6, LSCA	84.043					
13. TOTALS		$ 4,295,846	$	$	$	$

SECTION B - BUDGET CATEGORIES

6. OBJECT CLASS CATEGORIES	GRANT PROGRAM, FUNCTION OR ACTIVITY				TOTAL (5)
	(1) LSCA I	(2) STATE	(3) LOCAL	(4) OTHER FEDERAL	
a. PERSONNEL	$ 22,392	$	$	$	$
b. FRINGE BENEFITS	0				
c. TRAVEL	0				
d. EQUIPMENT	0				
e. SUPPLIES	0				
f. CONTRACTUAL	4,027,903				
g. LIBRARY MATERIALS	40,000				
h. OTHER	205,551				
i. TOTAL DIRECT CHARGES	4,295,846				
j. INDIRECT CHARGES	0				
k. TOTALS	$ 4,295,846	$	$	$	$
7. PROGRAM INCOME	$	$	$	$	$

ED FORM 821 [illegible]

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Title I
FY 85 CARRYOVER

OMB NO 1850-0... EXP 12 84

SECTION C - NON-FEDERAL RESOURCES

(a) GRANT PROGRAM	(b) APPLICANT	(c) STATE	(d) OTHER SOURCES	(e) TOTALS
	$	$	$	$
12. *TOTALS*	$	$	$	$

SECTION D - FORECASTED CASH NEEDS

	TOTAL FOR 1ST YEAR	1ST QUARTER	2ND QUARTER	3RD QUARTER	4TH QUARTER
13. FEDERAL	$	$	$	$	$
14. NON-FEDERAL					
15. *TOTALS*	$	$	$	$	$

SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT

(a) GRANT PROGRAM	FUTURE FUNDING PERIODS *(years)*			
	(b) FIRST	(c) SECOND	(d) THIRD	FOURTH
16.	$	$	$	$
17.				
18.				
19.				
20. *TOTALS*	$	$	$	$

SECTION F - OTHER BUDGET INFORMATION *(attach additional sheets if necessary)*

21. DIRECT CHARGES:

22. INDIRECT CHARGES:

23. REMARKS:

PART IV - PROGRAM NARRATIVE (attach per instructions)

ED FORM 521 8/83

REPLACES ED FORM 521, 8/83, WHICH IS OBSOLETE

Title I
FY 1986 Funds

OMB NO 1850-0528 EXP 12-84

PART III - BUDGET INFORMATION

SECTION A - BUDGET SUMMARY

GRANT PROGRAM, FUNCTION OR ACTIVITY (a)	FEDERAL CATALOG NO. (b)	ESTIMATED UNOBLIGATED FUNDS		NEW OR REVISED BUDGET		
		FEDERAL (c)	NON-FEDERAL (d)	FEDERAL (e)	NON-FEDERAL (f)	TOTAL (g)
1 PUBLIC LIBRARY (AREAS WITHOUT SERVICES) SEC. 102, LSCA	84.034	$	$	$	$	$
2 PUBLIC LIBRARY (AREAS WITH INADEQUATE SERVICES) SEC. 102, LSCA	84.034					
3. DISADVANTAGED: SEC. 102, LSCA a. CULTURALLY §770.4 LSCA REGS. b. SOCIOECONOMICALLY (INCLUDE URBAN AND RURAL LOW-INCOME) §770.4 LSCA REGS. c. EDUCATIONALLY §770.4 LSCA REGS	84.034					
4. TOTALS		$	$	$	$	$

SECTION B - BUDGET CATEGORIES

6. OBJECT CLASS CATEGORIES	GRANT PROGRAM, FUNCTION OR ACTIVITY				TOTAL (5)
	(1) LSCA I	(2) STATE	(3) LOCAL	(4) OTHER FEDERAL	
a. PERSONNEL	$	$ 232,062	$	$	$ 232,062
b. FRINGE BENEFITS		0			0
c. TRAVEL		16,429			16,429
d. EQUIPMENT		0			0
e. SUPPLIES		10,185			10,185
f. CONTRACTUAL		5,129,023			5,129,023
g. LIBRARY MATERIALS		23,327			23,327
h. OTHER		72,091			72,091
i. TOTAL DIRECT CHARGES		5,483,617			5,483,617
j. INDIRECT CHARGES		0			0
k. TOTALS	$	$ 5,483,617	$	$	$ 5,483,617
7. PROGRAM INCOME	$	$	$	$	$

ED FORM 921 (8/84)

16

REPLACES ED FORM 921, 9/83, WHICH IS OBSOLETE

17

Title I
FY 1986 Funds

OMB NO 1850-0526 EXP 12/84

PART III - BUDGET INFORMATION

SECTION A - BUDGET SUMMARY

GRANT PROGRAM, FUNCTION OR ACTIVITY (a)	FEDERAL CATALOG NO. (b)	ESTIMATED UNOBLIGATED FUNDS		NEW OR REVISED BUDGET		
		FEDERAL (c)	NON-FEDERAL (d)	FEDERAL (e)	NON-FEDERAL (f)	TOTAL (g)
4. HANDICAPPED SEC. 102, LSCA	84.034	$	$	$	$	$
5. INSTITUTIONALIZED SEC. 102, LSCA	84.034					
6. STRENGTHENING STATE LIBRARY ADMINISTRATION AGENCY SEC. 102(b)(2) LSCA	84.034					
7. MAJOR URBAN RESOURCE LIBRARY SEC. 102, LSCA	84.034					
8. TOTALS		$	$	$	$	$

SECTION B - BUDGET CATEGORIES

6. OBJECT CLASS CATEGORIES	GRANT PROGRAM, FUNCTION OR ACTIVITY				TOTAL (5)
	(1) LSCA I	(2) STATE	(3) LOCAL	(4) OTHER FEDERAL	
a. PERSONNEL	$	$ 1,057,362	$	$	$ 1,057,362
b. FRINGE BENEFITS		0			0
c. TRAVEL		3,065			3,065
d. EQUIPMENT		11,014			11,014
e. SUPPLIES		51,011			51,011
f. CONTRACTUAL		0			0
g. LIBRARY MATERIALS		53,041			53,041
h. OTHER		125,573			125,573
i. TOTAL DIRECT CHARGES		1,306,066			1,306,066
j. INDIRECT CHARGES		0			0
k. TOTALS	$	$ 1,306,066	$	$	$ 1,306,066
7. PROGRAM INCOME	$	$	$	$	$

ED FORM 821 10/84

REPLACES ED FORM 821, 9/83, WHICH IS OBSOLETE

Title I
FY 1986 Funds

OMB NO 1850-0526 EXP 12/84

PART III - BUDGET INFORMATION

SECTION A - BUDGET SUMMARY

GRANT PROGRAM, FUNCTION OR ACTIVITY (a)	FEDERAL CATALOG NO. (b)	ESTIMATED UNOBLIGATED FUNDS		NEW OR REVISED BUDGET		
		FEDERAL (c)	NON-FEDERAL (d)	FEDERAL (e)	NON-FEDERAL (f)	TOTAL (g)
8. STRENGTHENING METROPOLITAN PUBLIC LIBRARY SEC 102, LSCA	84.034	$	$	$	$	$
9. LIMITED ENGLISH-SPEAKING ABILITY SEC. 6, LSCA	84.034					
10. SERVICES TO THE ELDERLY SECS. 6 and 101	84.034					
[illegible]		$	$	$	$	$

SECTION B - BUDGET CATEGORIES

6. OBJECT CLASS CATEGORIES	GRANT PROGRAM, FUNCTION OR ACTIVITY				TOTAL (5)
	(1) LSCA I	(2) STATE	(3) LOCAL	(4) OTHER FEDERAL	
a. PERSONNEL	$	$ 0	$	$	$ 0
b. FRINGE BENEFITS		0			0
c. TRAVEL		0			0
d. EQUIPMENT		0			0
e. SUPPLIES		0			0
f. CONTRACTUAL		0			0
g. LIBRARY MATERIALS		0			0
h. OTHER		0			0
i. TOTAL DIRECT CHARGES		0			0
j. INDIRECT CHARGES		0			0
k. *TOTALS*	$	$ 0	$	$	$ 0
7. PROGRAM INCOME	$	$	$	$	$

ED FORM 921 (8/84)

REPLACES ED FORM 921, 8/83, WHICH IS OBSOLETE

Title I
FY 1986 Funds

OMB NO 1850-0528, EXP 12 84

PART III - BUDGET INFORMATION

SECTION A - BUDGET SUMMARY

GRANT PROGRAM, FUNCTION OR ACTIVITY (a)	FEDERAL CATALOG NO. (b)	ESTIMATED UNOBLIGATED FUNDS		NEW OR REVISED BUDGET		
		FEDERAL (c)	NON-FEDERAL (d)	FEDERAL (e)	NON-FEDERAL (f)	TOTAL (g)
	84.034	$	$	$	$	$
11. COMMUNITY INFORMATION AND REFERRAL CENTERS SEC. 101(3), LSCA	84.034					
12. LITERACY PROGRAMS SEC. 6, LSCA	84.034					
13. TOTALS		$	$	$	$	$

SECTION B - BUDGET CATEGORIES

6. OBJECT CLASS CATEGORIES	GRANT PROGRAM, FUNCTION OR ACTIVITY				TOTAL (5)
	(1) LSCA I	(2) STATE	(3) LOCAL	(4) OTHER FEDERAL	
a. PERSONNEL	$	$ 1,289,424	$	$	$ 1,289,424
b. FRINGE BENEFITS		0			0
c. TRAVEL		24,494			24,494
d. EQUIPMENT		11,014			11,014
e. SUPPLIES		61,196			61,196
f. CONTRACTUAL		5,129,023			5,129,023
g. LIBRARY MATERIALS		76,868			76,868
h. OTHER		197,664			197,664
i. TOTAL DIRECT CHARGES		6,789,683			6,789,683
j. INDIRECT CHARGES		0			0
k. TOTALS	$	$ 6,789,683	$	$	$ 6,789,683
7. PROGRAM INCOME	$	$	$	$	$

ED FORM 521 (6/84)

REPLACES ED FORM 521, 6/83, WHICH IS OBSOLETE

Title I
FY 1986 Funds

OMB NO 1880 [illegible] EXP 12 84

SECTION C - NON-FEDERAL RESOURCES

(a) GRANT PROGRAM	(b) APPLICANT	(c) STATE	(d) OTHER SOURCES	(e) TOTALS
	$	$	$	$
12. TOTALS	$	$	$	$

SECTION D - FORECASTED CASH NEEDS

	TOTAL FOR 1ST YEAR	1ST QUARTER	2ND QUARTER	3RD QUARTER	4TH QUARTER
13. FEDERAL	$	$	$	$	$
14. NON-FEDERAL					
15. TOTALS	$	$	$	$	$

SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT

(a) GRANT PROGRAM	FUTURE FUNDING PERIODS (years)			
	(b) FIRST	(c) SECOND	(d) THIRD	FOURTH
16.	$	$	$	$
17.				
18.				
19.				
20. TOTALS	$	$	$	$

SECTION F - OTHER BUDGET INFORMATION *(attach additional sheets if necessary)*

21. DIRECT CHARGES:

22. INDIRECT CHARGES: Administration: LSCA - 0 State - $286,394

23. REMARKS:

PART IV - PROGRAM NARRATIVE (attach per instructions)

ED FORM 921 (6/84)

REPLACES ED FORM 921, 9/83, WHICH IS OBSOLETE

Title I
FY 86 CARRYOVER

OMB NO 1850-[illegible] EXP 12/86

PART III - BUDGET INFORMATION

SECTION A - BUDGET SUMMARY

GRANT PROGRAM, FUNCTION OR ACTIVITY (a)	FEDERAL CATALOG NO. (b)	ESTIMATED UNOBLIGATED FUNDS		NEW OR REVISED BUDGET		
		FEDERAL (c)	NON-FEDERAL (d)	FEDERAL (e)	NON-FEDERAL (f)	TOTAL (g)
1. PUBLIC LIBRARY (AREAS WITHOUT SERVICES) SEC. 102, LSCA	84.034	$ 80,000	$	$	$	$
2. PUBLIC LIBRARY (AREAS WITH INADEQUATE SERVICES) SEC. 102, LSCA	84.034	1,391,284				
3. DISADVANTAGED, SEC. 102, LSCA a. CULTURALLY §770.4 LSCA REGS b. SOCIOECONOMICALLY (INCLUDE URBAN AND RURAL LOW-INCOME) §770.4 LSCA REGS c. EDUCATIONALLY §770.4 LSCA REGS	84.034	536,178				
4. TOTALS		$	$	$	$	$

SECTION B - BUDGET CATEGORIES

6. OBJECT CLASS CATEGORIES	GRANT PROGRAM, FUNCTION OR ACTIVITY				TOTAL (5)
	(1) LSCA I	(2) STATE	(3) LOCAL	(4) OTHER FEDERAL	
a. PERSONNEL	$ 15,540	$	$	$	$
b. FRINGE BENEFITS	0				
c. TRAVEL	0				
d. EQUIPMENT	0				
e. SUPPLIES	0				
f. CONTRACTUAL	1,787,922				
g. LIBRARY MATERIALS	0				
h. OTHER	204,000				
i. TOTAL DIRECT CHARGES	2,007,462				
j. INDIRECT CHARGES	0				
k. TOTALS	$ 2,007,462	$	$	$	$
7. PROGRAM INCOME	$	$	$	$	$

26

27

Title I
FY 86 CARRYOVER

OMB NO. 1850-0528 EXP 12/84

PART III - BUDGET INFORMATION

SECTION A - BUDGET SUMMARY

GRANT PROGRAM, FUNCTION OR ACTIVITY (a)	FEDERAL CATALOG NO. (b)	ESTIMATED UNOBLIGATED FUNDS FEDERAL (c)	ESTIMATED UNOBLIGATED FUNDS NON-FEDERAL (d)	NEW OR REVISED BUDGET FEDERAL (e)	NEW OR REVISED BUDGET NON-FEDERAL (f)	NEW OR REVISED BUDGET TOTAL (g)
4. HANDICAPPED SEC. 102, LSCA	84.034	$	$	$	$	$
5. INSTITUTIONALIZED SEC. 102. LSCA	84.034	48,403				
6. STRENGTHENING STATE LIBRARY ADMINISTRATION AGENCY SEC. 102(b)(2) LSCA	84.034					
7. MAJOR URBAN RESOURCE LIBRARY SEC. 102. LSCA	84.034	400,468				
8. TOTALS		$	$	$	$	$

SECTION B - BUDGET CATEGORIES

6. OBJECT CLASS CATEGORIES	GRANT PROGRAM, FUNCTION OR ACTIVITY (1) LSCA I	(2) STATE	(3) LOCAL	(4) OTHER FEDERAL	TOTAL (5)
a. PERSONNEL	$ 6,852	$	$	$	$
b. FRINGE BENEFITS	0				
c. TRAVEL	0				
d. EQUIPMENT	0				
e. SUPPLIES	0				
f. CONTRACTUAL	400,468				
g. LIBRARY MATERIALS	40,000				
h. OTHER	1,551				
i. TOTAL DIRECT CHARGES	448,871				
j. INDIRECT CHARGES	0				
k. TOTALS	$ 448,871	$	$	$	$
7. PROGRAM INCOME	$	$	$	$	$

ED FORM 821 6/84

REPLACES ED FORM 821, 9/83, WHICH IS OBSOLETE

Title I
FY 86 CARRYOVER

OMB NO 1850-[illegible] [illegible] 12/84

PART III - BUDGET INFORMATION

SECTION A - BUDGET SUMMARY

GRANT PROGRAM, FUNCTION OR ACTIVITY (a)	FEDERAL CATALOG NO. (b)	ESTIMATED UNOBLIGATED FUNDS		NEW OR REVISED BUDGET		
		FEDERAL (c)	NON-FEDERAL (d)	FEDERAL (e)	NON-FEDERAL (f)	TOTAL (g)
8. STRENGTHENING METROPOLITAN PUBLIC LIBRARY SEC. 102, LSCA	84.034	$	$	$	$	$
9. LIMITED ENGLISH-SPEAKING ABILITY SEC. 6, LSCA	84.034	1,839,513				
10. SERVICES TO THE ELDERLY SECL. 6 and 101	84.034					
11. TOTALS		$	$	$	$	$

SECTION B - BUDGET CATEGORIES

6. OBJECT CLASS CATEGORIES	GRANT PROGRAM, FUNCTION OR ACTIVITY				TOTAL (5)
	(1) LSCA I	(2) STATE	(3) LOCAL	(4) OTHER FEDERAL	
a. PERSONNEL	$ 0	$	$	$	$
b. FRINGE BENEFITS	0				
c. TRAVEL	0				
d. EQUIPMENT	0				
e. SUPPLIES	0				
f. CONTRACTUAL	1,839,513				
g. LIBRARY MATERIALS	0				
h. OTHER	0				
i. TOTAL DIRECT CHARGES	1,839,513				
j. INDIRECT CHARGES	0				
k. TOTALS	$ 1,839,513	$	$	$	$
7. PROGRAM INCOME	$	$	$	$	$

ED FORM 621, 8/84

REPLACES ED FORM 621, 8/83, WHICH IS OBSOLETE

Title I
FY 86 CARRYOVER

OMB NO. 1880-[illegible] EXP 12/86

PART III - BUDGET INFORMATION

SECTION A - BUDGET SUMMARY

GRANT PROGRAM, FUNCTION OR ACTIVITY (a)	FEDERAL CATALOG NO. (b)	ESTIMATED UNOBLIGATED FUNDS		NEW OR REVISED BUDGET		
		FEDERAL (c)	NON-FEDERAL (d)	FEDERAL (e)	NON-FEDERAL (f)	TOTAL (g)
		$	$	$	$	$
11. COMMUNITY INFORMATION AND REFERRAL CENTERS SEC. 101(3), LSCA	84.034					
12. LITERACY PROGRAMS SEC. 6, LSCA	84.043					
13. TOTALS		$ 4,295,846	$	$	$	$

SECTION B - BUDGET CATEGORIES

6. OBJECT CLASS CATEGORIES	GRANT PROGRAM, FUNCTION OR ACTIVITY				TOTAL (5)
	(1) LSCA I	(2) STATE	(3) LOCAL	(4) OTHER FEDERAL	
a. PERSONNEL	$ 22,392	$	$	$	$
b. FRINGE BENEFITS	0				
c. TRAVEL	0				
d. EQUIPMENT	0				
e. SUPPLIES	0				
f. CONTRACTUAL	4,027,903				
g. LIBRARY MATERIALS	40,000				
h. OTHER	205,551				
i. TOTAL DIRECT CHARGES	4,295,846				
j. INDIRECT CHARGES	0				
k. TOTALS	$ 4,295,846	$	$	$	$
7. PROGRAM INCOME	$	$	$	$	$

ED FORM 821 [illegible]

REPLACES ED FORM 821, 8/83, WHICH IS OBSOLETE

Title I
FY 86 CARRYOVER

OMB NO 1[illegible] EXP 12 84

SECTION C - NON-FEDERAL RESOURCES

(a) GRANT PROGRAM	(b) APPLICANT	(c) STATE	(d) OTHER SOURCES	(e) TOTALS
	$	$	$	$
12. *TOTALS*	$	$	$	$

SECTION D - FORECASTED CASH NEEDS

	TOTAL FOR 1ST YEAR	1ST QUARTER	2ND QUARTER	3RD QUARTER	4TH QUARTER
13. FEDERAL	$	$	$	$	$
14. NON-FEDERAL					
15. *TOTALS*	$	$	$	$	$

SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT

(a) GRANT PROGRAM	FUTURE FUNDING PERIODS *(years)*			
	(b) FIRST	(c) SECOND	(d) THIRD	FOURTH
16.	$	$	$	$
17.				
18.				
19.				
20. *TOTALS*	$	$	$	$

SECTION F - OTHER BUDGET INFORMATION *(attach additional sheets if necessary)*

21. DIRECT CHARGES:

22. INDIRECT CHARGES:

23. REMARKS:

PART IV - PROGRAM NARRATIVE (attach per instructions)

FORM APPROVED
OMB No. 1850-0528
Expiration Date 12/84

DEPARTMENT OF EDUCATION

OFFICE OF EDUCATIONAL RESEARCH AND IMPROVEMENT
CENTER FOR LIBRARIES AND EDUCATION IMPROVEMENT

TEXAS

I. MAINTENANCE OF EFFORT (MOE)

Please keep in mind that the level of State expenditures must be maintained (LSCA Sec. 7(a)(2)), and local funds may not be used to offset a reduction in State funds (LSCA Sec. 7(a)(1)(B)).

Fiscal Year 1986 Estimates

Title I:

A. Enter the total of State and local expenditures under the LSCA program in each column: (34 CFR 770.20(a)(1)(i), (ii), and (2)).

	Actual Expenditures 2nd Preceding FY	Estimated Current FY
1. State expenditures	a. $6,344,863	b. $7,076,077
2. Local expenditures	a. $	b. $
3. TOTAL	a. $6,344,863	b. $7,076,077

Expenditures for services to the institutionalized and the handicapped can come from Federal, State or local sources, or any combination of these. The breakdown of these totals must be supplied in the project narratives. Program narrative instructions are found in Part IV of this package.

B. Enter the total expenditures from all sources for State Institutional and Physically Handicapped Services (34 CFR 770.14(c)).

1. Institutional Services	a. $363,661	b. $375,288
2. Services to Physically Handicapped	a. $784,357	b. $979,181

II. MAJOR URBAN RESOURCE LIBRARIES (MURL'S) FISCAL REQUIREMENT, if applicable, (34 CFR 770.14(d)).

This portion of the form is completed only when the appropriation for Title I exceeds $60 million.

	Preceding FY	
A. Total LSCA amount expended	$127,351	
B. Total LSCA amount to be reserved		$400,468

Attach to the program narrative for the project a list of the MURL recipients, the amount paid to each MURL in FY 1984 and the amount reserved for each in FY 1985. A State may not reduce the amount paid to a MURL below the amount that MURL received in the preceding year. (LSCA Sec. 103(5)).

III. Administration (Pub. L. 98-480, Sec. 8)

	Amount
1. LSCA Title I	$0
2. LSCA Title II	0

PART IV, PROGRAM NARRATIVE
SUMMARY OF TITLE I - PROJECT 1
PUBLIC LIBRARY (AREAS WITHOUT SERVICES)

Subprojects Under Title I - Project 1

The following subprojects constitute Title I - Project 1 in the FFY 1986 Annual Program:

Project Number	Project Name
1.1	Public Library Establishment

A program narrative for each subproject listing (1) objectives and need for assistance, (2) results and benefits expected, (3) approach, and (4) geographic location, follows this summary.

Source of Funds for Title I - Project 1

Project Number	Project Name	Fiscal Year	FFY 1985 Carryover	FFY 1986 Carryover	SFY 1986 State	SFY 1987 State	TOTAL
1.1	Public Library Establishment	1986	80,000				80,000
		1987		80,000			80,000

3013.2/I.1-NAR

PART IV, PROGRAM NARRATIVE
TITLE I - PROJECT 1.1
PUBLIC LIBRARY (AREAS WITHOUT SERVICES)
PUBLIC LIBRARY ESTABLISHMENT

1. Objectives and Need For This Assistance.

   a. Objective

   To encourage and support the establishment of public libraries in unserved counties. (Goal 3, Objective 3.1, p. 22 of the Long Range Plan for Statewide Library Development, 1986-88.)

   b. Need

   An analysis of the need for this project is provided in Chapter 4, pp. 47-48 of the Long Range Plan for Statewide Library Development, 1986-88.

2. Results or Benefits Expected.

Number of counties with public library service: 244
Number of counties appropriating funds for public libraries: 187

3. Approach

Funds will be granted for the establishment of libraries in unserved counties. In SFY 1986 third year Establishment Grants will be awarded to two libraries using FFY 1985 Carryover Funds (see also Title I-Project 9.1 for Establishment Grant to Zapata County).

Applications for Establishment Grants are mailed to all county judges in counties without public library service on January 31. MRC directors and system coordinators also receive copies of Establishment Grant applications.

The State Library and regional library systems provide consultation to members of new library boards who apply for Establishment Grants. To assist new libraries, consultants explain the grant guidelines and rules and regulations for system membership. Consultants also provide assistance in establishing and operating public libraries. During the grant period, they are often called upon for help in a variety of technical areas.

Each grant may extend up to three years, subject to annual reapplication by the subgrantee and approval by the Texas State Library. A subgrantee, who qualifies for three annual awards, receives $60,000 in grant funds for a three year period.

In order to qualify for either of these grant awards the local county government, in which the subgrantee is located, must agree to appropriate and expend county funds in cash or in-kind in accordance with the following formula:

a) First year of grant - $.75 per capita or $2500, whichever is greater.
b) Second year of grant - $1.00 per capita or $2500, whichever is greater.
c) Third year of grant - $1.20 per capita or $2500, whichever is greater.

38

Throughout the project period, recipients are advised that they may revise unrealistic or unattainable project objectives. Revised measures of performance are submitted with the library's narrative and statistical reports. Budgetary revisions may be authorized by the Texas State Library if original budget estimates prove incorrect. Such budgetary revisions are authorized by Letters of Concurrence which officially amend the expenditures section of the contract.

Failure by subgrantees to submit any of the required documents shall constitute defaulting on the LSCA contract and shall be grounds for suspending the grant. Failure by the local county government to appropriate and expend the required amount of county funds will also be grounds for suspending the grant. Audits will be reviewed by the Texas State Library staff, and audit exceptions will be resolved.

Evaluation of the project's over-all success will be measured by the increase in the number of counties with public library service, the number of Texans served by the Texas Library System, and the number of counties appropriating funds for Texas libraries.

All Texas public libraries in counties without library service are eligible to participate. Consultants for this project include the staff of the Library Development Division and Regional Systems offices.

For additional information concerning the approach to be used to meet the objectives of Project 1.1, Public Library Establishment, see Appendix A, Establishment Grant Application Guidelines and Abstracts of SFY 1986 (LSCA FFY 1985 Carryover) Subgrant Projects.

4. Geographic Location in SFY 1986 (LSCA FFY 1985 Carryover)

Delta County
Oldham County
Zapata County (See Title I - Project 9.1)

3013.2A/I.1.1

PART IV, PROGRAM NARRATIVE
SUMMARY OF TITLE I - PROJECT 2
PUBLIC LIBRARY (AREAS WITH INADEQUATE SERVICES)

Subprojects Under Title I - Project 2

The following subprojects constitute Title I - Project 2 in the FFY 1986 Annual Program:

Project Number	Project Name
2.1	Public Library Reorganization
2.2	Regional Public Library Systems
2.3	Interlibrary Loan and Reference Referral Network
2.4	Texas Reading Club
2.5	Statewide Video Project
2.6	Interlibrary Loan Resource Center Bibliographic Network
2.7	Continuing Education

A program narrative for each subproject listing (1) objectives and need for assistance, (2) results and benefits expected, (3) approach, and (4) geographic location, follows this summary.

Source of Funds for Title I - Project 2

Project Number	Project Name	Fiscal Year	FFY 1985 Carryover	FFY 1986 Carryover	SFY 1986 State	SFY 1987 State	TOTAL
2.1	Public Library Reorganization	1986	20,000				20,000
		1987		20,000			20,000
2.2	Regional Public Library Systems	1986			5,110,623		5,110,623
		1987				5,216,058	5,216,058
2.3	Interlibrary Loan and Reference Referral Network	1986	1,055,909		71,832		1,127,741
		1987		1,167,284		72,453	1,239,737
2.4	Texas Reading Club	1986			46,850		46,850
		1987				47,715	47,715
2.5	Statewide Video Project	1986			41,003		41,003
		1987				43,266	43,266
2.6	Interlibrary Loan Resource Center Bibliographic Network	1986	204,000				204,000
		1987		204,000			204,000
2.7	Continuing Education	1986			213,309		213,309
		1987				217,201	217,201

3013.2/I.2-NAR

PART IV, PROGRAM NARRATIVE
TITLE I - PROJECT 2.1
PUBLIC LIBRARY (AREAS WITH INADEQUATE SERVICES)
PUBLIC LIBRARY REORGANIZATION

1. Objectives and Need For This Assistance.

   a. Objective

   To award grants to public libraries to federate or consolidate for more adequate and efficient service to all county residents. (Goal 3, Objective 3.2, p. 23 of the Long Range Plan for Statewide Library Development, 1986-88.)

   b. Need

   An analysis of the need for this project is provided in Chapter 4, p. 48 of the Long Range Plan for Statewide Library Development, 1986-88.

2. Results or Benefits Expected

   Number of counties appropriating funds for public libraries: 187
   Number of federated library systems: 7

3. Approach

   Public libraries are notified about the Incentive Grant program (libraries joining together to form larger units of service) through an announcement in Library Developments newsletter. MRC directors and system coordinators also receive copies of Incentive Grant applications.

   The State Library and regional library systems provide consultation to members of library boards who apply for Incentive Grants. To assist new libraries, consultants explain the grant guidelines and rules and regulations for system membership. Consultants also provide assistance in establishing and operating public libraries. During the grant period, they are often called upon for help in a variety of technical areas.

   Each grant may extend up to three years, subject to annual reapplication by the subgrantee and approval by the Texas State Library. A subgrantee, who qualifies for three annual awards, receives $60,000 in grant funds for a three year period.

   In order to qualify for either of these grant awards the local county government, in which the subgrantee is located, must agree to appropriate and expend county funds in cash or in-kind in accordance with the following formula:

a) First year of grant - $.75 per capita or $2500, whichever is greater.
b) Second year of grant - $1.00 per capita or $2500, whichever is greater.
c) Third year of grant - $1.20 per capita or $2500, whichever is greater.

Incentive grants will have the further requirement that a County Coordinator occupy a separate position with responsibility for planning and programming for county-wide services.

In FY 1986 only one Incentive Grant will be awarded. A review of the program indicates that the Incentive Grant Program has not been as effective in achieving the desired results of extending library services to previously unserved areas and encouraging libraries to form larger units of service through consolidated or federated library systems. Since 1974 nine incentive grants were awarded to seven counties. A strong sense of community pride and local autonomy continue to be factors prohibiting cooperative efforts at the county level. For these reasons, no mergers or consolidated systems have been formed as a result of this program.

Throughout the project period, recipients are advised that they may revise unrealistic or unattainable project objectives. Revised measures of performance are submitted with the library's narrative and statistical reports. Budgetary revisions may be authorized by the Texas State Library if original budget estimates prove incorrect. Such budgetary revisions are authorized by Letters of Concurrence which officially amend the expenditures section of the contract.

Failure by subgrantees to submit any of the required documents shall constitute defaulting on the LSCA contract and shall be grounds for suspending the grant. Failure by the local county government to appropriate and expend the required amount of county funds will also be grounds for suspending the grant. Audits will be reviewed by the Texas State Library staff, and audit exceptions will be resolved.

Evaluation of the project's over-all success will be measured by the number of Texans served by the Texas Library System, and the number of counties appropriating funds for Texas libraries.

Consultants for this project include the staff of the Library Development Division and Regional Systems offices.

For additional information concerning the approach to be used to meet the objectives of Project 2.1, Public Library Reorganization, see Appendix B, Incentive Grant Application Guidelines.

4. Geographic Location

All Texas counties having two or more wholly independent public libraries are eligible to apply for an Incentive Grant.

3013.2/I.2.1

PART IV, PROGRAM NARRATIVE
TITLE I - PROJECT 2.2
PUBLIC LIBRARY (AREAS WITH INADEQUATE SERVICES)
REGIONAL PUBLIC LIBRARY SYSTEMS

1. Objectives and Need For This Assistance.

   a. Objectives

To award system operation grants to the library systems. (Goal 1, Objective 1.1, p. 15 of the Long Range Plan for Statewide Library Development, 1986-88.)

To encourage libraries to loan materials without charge to the borrower through the formation of reciprocal borrowing agreements and city-county contracts. (Goal 2, Objective 2.3, p. 21 of the Long Range Plan for Statewide Library Development, 1986-88.)

To encourage provision of regional and local cooperative services for meeting common user needs through joint planning, informal cooperation, and contractual arrangements among public, academic, school, and special libraries. (Goal 2, Objective 2.5, p. 22 of the Long Range Plan for Statewide Library Development, 1986-88.)

To encourage the establishment of regional library systems, including public, academic, special, and school libraries, to engage in planning and provision of cooperative library services. (Goal 2, Objective 2.6, p. 22 of the Long Range Plan for Statewide Library Development, 1986-88.)

To encourage library systems to provide library service to counties without local public library service. (Goal 3, Objective 3.3, p. 23 of the Long Range Plan for Statewide Library Development, 1986-88.)

To provide technical assistance and consulting upon request to librarians, library staff, trustees, advisory councils, and interested persons. (Goal 4, Objective 4.1, p. 23 of the Long Range Plan for Statewide Library Development, 1986-88.)

To facilitate, coordinate, and promote statewide library continuing education activities, and to prepare and provide continuing education workshops and materials for interested persons working in and with libraries. (Goal 4, Objective 4.2, p. 24 of the Long Range Plan for Statewide Library Development, 1986-88.)

To assist libraries in improving library services to the disadvantaged. (Goal 5, Objective 5.1, p. 25 of the Long Range Plan for Statewide Library Development, 1986-88.)

To provide assistance for adult literacy programs in public libraries. (Goal 5, Objective 5.6, p. 27 of the Long Range Plan for Statewide Library Development, 1986-88.)

b. Need

An analysis of the need for this project is provided in Chapter 4, pp. 28-32, 44, 46-61, and 80 of the Long Range Plan for Statewide Library Development, 1986-88.

2. Results or Benefits Expected

The number of persons served by the Texas Library Systems will be 12,900,000 persons.

The number of library materials purchased through the library systems to support local library and system services will be 239,240.

The number of persons viewing 16mm films in the library systems will be 6,586,792.

The number of persons viewing videocassettes or filmstrips in the library systems will be 1,739,109.

The number of circulations from system extension collections (books, cassettes, art prints) will be 112,255.

The number of publicity materials distributed through the library systems will be two million pieces.

The number of materials circulated using the library systems' automated circulation systems will be 5,317,750.

The number of system-supported reciprocal borrowing transactions will be 5,180.

The amount of system-supported interlibrary loan activity (reference referral, lateral interlibrary loan) will be 8,050.

The number of persons served through the library systems' books-by-mail programs will be 10,000.

The number of circulations in the library systems books-by-mail programs will be 10,460.

The number of consultant hours of assistance provided by the library systems will be 5,000.

The number of continuing education student hours provided by the library systems will be 11,000.

The number of persons attending workshops sponsored by the library systems will be 2,400.

The amount expended by the library systems on library materials and services impacting the disadvantaged will be $750,000.

The number of student hours of literacy instruction in system-supported literacy training programs will be 139,500.

3. Approach

The annual plan for systems development in each of the regions is the product of planning by the major resource center director, the designated system staff, the system advisory council, the system member librarians, and the lay representatives selected by the system member libraries' local governing authorities. While the Library Systems Act specifies that the annual plan must be prepared by the Major Resource Center in close consultation with the system advisory council, the Rules for Administering the Library Systems Act require that the planning and program determination involve system librarians and lay representatives. All annual plans submitted must document this broad-based participation in the planning process. In addition to the annual plan for systems development, each system is required to develop a biennial long range plan.

Fiscal support for the systems development program will be derived from the state Library Systems Act state appropriation and from the federal Library Services and Construction Act. Merging these two funding sources for the implementation of the systems program will ensure a more significant impact on the improvement of service in Texas. Again in FY 1986, systems will be awarded funds to implement system-wide literacy programs. Because the FY 1984 LSCA appropriation was significantly higher than in previous years, the Texas State Library decided to use the new monies to target literacy. Instead of giving grants to individual public libraries, the State Library decided that the most effective vehicle for the literacy effort was through the library systems. Systems will provide literacy training using a variety of approaches. Some systems will award minigrants to member libraries which apply for such assistance. Some systems will try to encourage new literacy projects, while others will concentrate on enhancing existing programs. Many systems will offer training and consulting in the area of adult literacy.

System plans of service for SFY 1986 will be submitted by the ten public library systems according to application guidelines prepared by the Texas State Library staff and approved by the Texas State Library and Archives Commission. Proposals will be evaluated by the staff, and final recommendations regarding funding will be presented to the Texas State Library and Archives Commission for review and approval.

Systems must complete and file with the Texas State Library the following documents: (1) five quarterly expenditure reports of grant disbursement and/or encumbrances; (2) two six-month narrative evaluation reports; (3) twelve monthly statistical reporting forms (see Long Range Plan for Statewide Library Development, 1986-88, Chapter 4); (4) one final audit of grant funds due six months following the termination of the system contract; and (5) update to the six-year plan.

Failure to submit any of the required documents shall constitute defaulting on the contract and shall be grounds for suspending the grant. Audits will be reviewed by the Texas State Library staff, and audit exceptions will be resolved.

Appendix A of the Long Range Plan for Statewide Library Development, 1986-88 contains the evaluation outline which serves as a guide for preparing semiannual narrative reports. Each system must account for variances in meeting goals and objectives during the fiscal year. Also in Appendix A of the Long Range Plan for Statewide Library Development, 1986-88 are the Standardized Reporting Form and a guide for conducting on-site evaluations.

Libraries eligible to apply for grants are those ten major resource centers serving as headquarters for the public library systems. Area libraries may be eligible for direct grants from the Texas State Library if the annual plan of service submitted by the system authorizes this. Recipients of the system services will be those public libraries accredited as system members and those additional public libraries authorized to provide special services under the system plan of service. Personnel involved in the project will be the Assistant State Librarian, the Director of the Library Development Division, the Manager of the Systems Development Department, the Planner, the Grants Administrator, the Statistician, the Office Supervisor, and the Statistics Assistant. Proposals will be reviewed by the State Library staff and will be approved by the State Library and Archives Commission.

For additional information concerning the approach to be used to meet the objectives of Project 2.1, Regional Public Library Systems, see Appendix C, Guidelines for System Plans of Service and Abstracts of SFY 1986 (LSCA FFY 1985 Carryover) Subgrant Projects.

4. Geographic Location in SFY 1986 (LSCA FFY 1985 Carryover)

Big Country Library System
(Abilene Public Library)

Central Texas Library System
(Austin Public Library)

Houston Area Library System
(Houston Public Library)

Northeast Texas Library System
(Nicholson Memorial Library, Garland)

North Texas Library System
(Fort Worth Public Library)

Texas Panhandle Library System
(Amarillo Public Library)

West Texas Library System
(Lubbock City-County Library)

3013.2A/I.2.2-2.2.1

PART IV, PROGRAM NARRATIVE
TITLE I - PROJECT 2.3
PUBLIC LIBRARY (AREAS WITH INADEQUATE SERVICES)
INTERLIBRARY LOAN AND REFERENCE REFERRAL NETWORK

1. Objectives and Need For This Assistance.

   a. Objective

   To provide interlibrary loan services and answers to informational inquiries through a network of public, academic, and special libraries. (Goal 2, Objective 2.1, p. 20 of the Long Range Plan for Statewide Library Development, 1986-88.)

   b. Need

   An analysis of the need for this project is provided in Chapter 4, pp. 41-43 of the Long Range Plan for Statewide Library Development, 1986-88.

2. Results or Benefits Expected.

   To fill 153,500 interlibrary loan requests and reference referrals through the Texas State Library Communications Network.

3. Approach.

   Libraries attempt to meet the information needs of all their users primarily from local library and information sources. When the local sources are inadequate to meet the need, librarians can submit the requests to the Texas State Library Communications Network. The primary purpose of this project is to improve public library services to underserved areas or groups.

   Requests for interlibrary loans are telephoned to the interlibrary loan referral center in the large public library which serves the geographic area. The interlibrary loan project staff will send the books or photocopies from the collection to fill the requests. If unavailable at that library, the request will be referred to other public and academic libraries via the OCLC computer.

   For the public libraries which serve as referral centers, this project reimburses the expenses for staff salaries, fringe benefits, supplies, communication, postage, equipment and adminstration. Academic libraries are reimbursed at a fixed rate per loan for those loans which are made to public libraries.

   Because of concern for both the total and unit costs, the State Library staff closely monitors the progress of this program. Studies are conducted to improve efficiency and reduce costs. During the coming year changes may be made or tested to accomplish these objectives.

47

The project will provide materials and information not available in the local library by providing interlibrary loan and referral services to Texas public, special and academic libraries. It will provide for technical assistance and workshops to help Texas libraries, especially the smaller ones, make this service widely available to all citizens. It will make the resources of the major Texas public and academic libraries more widely available to all citizens.

TIMETABLE

June 1, 1985	Mail tentative contracts to MRC libraries
July 15, 1985	Mail final contracts to MRC libraries
August 15, 1985	Mail contracts to academic libraries
September 1, 1985	Effective date of contracts
August 31, 1986	End of contract period

Interlibrary loan statistics are collected at the Texas State Library from each referral center and are cumulated semi-annually and annually. Evaluation criteria are the number and percentage of requests filled, cost per fill, response time, and turnaround time.

Special studies are periodically conducted to examine procedures and determine staffing levels.

The participants in this project are all public libraries in Texas. While most academic and special libraries are served by simply responding to the requests they initiate over OCLC or by mail, some participate like the public libraries by telephoning in their requests.

For additional information concerning the approach to be used to meet the objectives of Project 2.3, Interlibrary Loan and Reference Referral Network, see Appendix D, Guidelines for Interlibrary Loan Contracts.

4. Geographic Location.

The location of this project will be the entire state.

PART IV, PROGRAM NARRATIVE
TITLE I - PROJECT 2.4
PUBLIC LIBRARY (AREAS WITH INADEQUATE SERVICES)
TEXAS READING CLUB

1. Objectives and Need For This Assistance.

a. Objective

To encourage the use of libraries by children and young adults through distribution of promotional items. (Goal 5, Objective 5.4, p. 26 of the Long Range Plan for Statewide Library Development, 1986-88.)

b. Need

An analysis of the need for this project is provided in Chapter 4, p. 79 of the Long Range Plan for Statewide Library Development, 1986-88.

2. Results or Benefits Expected.

The number of Texas Reading Club materials distributed will be a minimum of 334,600.

3. Approach.

Materials will be distributed to all libraries which submit a formal order. The order form will appear in the summer issues of the Library Developments newsletter. It will also be attached to the program evaluation which will be mailed to current participants in August. Items to be distributed include posters, bookmarks, reading logs, certificates, and planning manuals.

A librarian's planning handbook will be prepared to aid librarians in designing programs based on the selected theme. This handbook includes information on the planning process, games, program ideas, and a bibliography. All material will be produced and distributed in time for participating libraries to use them during the summer.

TIMETABLE

Selection of Theme and Slogan	January, 1985
Negotiation with artist/advertising agency for production of original art	March, 1985
Negotiation for writing of librarian's planning handbook	March, 1985
Publicity article in July issue of Library Developments, including order form	July, 1985

Reading Club evaluations mailed out, including order form for 1986 program	August, 1985
Deadline for receipt of orders	September 18, 1985
Reading Club Evaluations due at Texas State Library	September, 1985
Bid specifications for printing, written and submitted	September, 1985
Editing of librarian's planning handbook	September, 1985
Bid let, materials printed	November, 1985
Materials mailed to participating libraries	February, 1986
Mail out of additional materials, as requested, until supplies are exhausted	March-August, 1986
Evaluation on 1985 program by participating libraries	August-September, 1986
Publication of evaluation results	November, 1986

During the year, librarians may make recommendations for improving the program. They are encouraged to call or write State Library staff. In July evaluation forms are sent to all participating libraries. The evaluation forms request information about the success of the local programs, problems faced by the libraries, and suggestions for future themes.

All Texas public and school libraries are eligible to participate in the program. Institutional libraries may order materials if appropriate to their clientele.

4. Geographic Location.

The entire State of Texas.

3013.2/I.2.4

PART IV, PROGRAM NARRATIVE
TITLE I - PROJECT 2.5
PUBLIC LIBRARY (AREAS WITH INADEQUATE SERVICES)
STATEWIDE VIDEO PROJECT

1. Objectives and Need For This Assistance.

   a. Objectives

   To provide for the distribution and production of audiovisual materials through the Texas State Library, and library systems, as an alternative to written materials. (Goal 5, Objective 5.5, p. 26 of the Long Range Plan for Statewide Library Development, 1986-88.)

   To provide assistance for adult literacy programs in public libraries. (Goal 5, Objective 5.6, p. 27 of the Long Range Plan for Statewide Library Development, 1986-88.)

   b. Need

   An analysis of the need for this project is provided in Chapter 4, pp. 79-80 of the Long Range Plan for Statewide Library Development, 1986-88.

2. Results or Benefits Expected.

   Number of viewers: 175,000

3. Approach.

   The Statewide Video Project provides a collection of over 1,300 videocassettes in a 3/4" U-matic format, for video programming in Texas libraries. Since 1978, the collection has been available for use by public, academic, and special libraries.

   The Video Project continues to plan its operations as a "no growth" program, with funds budgeted only for operating expenses and minimal upkeep of the collection. It is expected, however, that the use of subgrantee refunds will continue to make possible the addition of new titles to the collection, as will bonus materials from audiovisual companies.

   The project is unique since new libraries may join at any time, upon completion of an application. Interest in the project and demand for video materials continues to grow. Project membership now totals over 220 libraries.

   A portion of the video collection is comprised of packets of twenty-five videocassettes which rotate among participating public libraries. In order to maximize use of the packet programs, the packet rotation schedule has been changed from twice a year rotation to three times a year.

Several areas of increasing interest are expected to result in a continued high level of use during FY 1986. Recently instituted adult literacy programs in public libraries account for a new interest in many of the educational video programs, especially the many titles from the series Your Future is Now.

The growing awareness of the needs of hearing impaired populations is reflected by the increasing interest in the video programs on sign language, as well as captioned and non-verbal video programs.

All segments of the Video Project membership conduct ongoing training for staff development and make very high use of video programs on management, training, communication, and business topics. This interest in management video programs, as well as new materials on the microcomputer, are expected to result in continued high usage of these program areas.

A new edition of the Video Catalog, listing materials available in the collection, is resulting in increased interest in the Video Project materials.

TIMETABLE

Packet Rotations	November 1985, March 1986, and July 1986
Project Evaluation due at TSL	August 31, 1986

Attendance records at showings from the Spot Booking Collection and monthly audience counts from the packets are compiled by the Texas State Library. One annual narrative evaluation report is also requested of each project member library.

4. Geographic Location.

Location of the project is the entire State of Texas.

3013.2/I.2.5

PART IV, PROGRAM NARRATIVE
TITLE I - PROJECT 2.6
PUBLIC LIBRARY (AREAS WITH INADEQUATE SERVICES)
INTERLIBRARY LOAN REFERRAL CENTER BIBLIOGRAPHIC NETWORK

1. Objectives and Need For This Assistance.

a. Objective

To provide statewide information about the location of library materials in Texas through the creation or expansion of bibliographic databases. (Goal 2, Objective 2.2, p. 20 of the Long Range Plan for Statewide Library Development, 1986-88.)

b. Need

An analysis of the need for this project is provided in Chapter 4, pp. 43-44 of the Long Range Plan for Statewide Library Development, 1986-88.

2. Results or Benefits Expected.

200,000 library materials owned by the Interlibrary Loan Referral Centers will be cataloged in the OCLC database.

3. Approach.

The State Library will contract with the AMIGOS Bibliographic Council for computer assisted cataloging and/or serials check-in services for the ten Interlibrary Loan Referral Centers. Funds will be allocated to an account for each Interlibrary Loan Referral Center in proportion to the Center's cataloging activity in OCLC during the preceding SFY. Eligible costs will include a portion of annual current cataloging and retrospective conversion activity at a rate established by AMIGOS for all its members. Interlibrary Loan Referral Centers will pay all other charges due AMIGOS, such as those for annual fees, catalog cards, accession lists, computer tapes of local records, microform catalogs, etc.

Conditions for participation in this project are that the Interlibrary Loan Referral Centers catalog all newly acquired materials in the appropriate media formats through the OCLC system, continue to serve as an interlibrary loan and information referral center for the Texas State Library Communications Network, and actively participate as members of the AMIGOS Bibliographic Network in accordance with all policies.

TIMETABLE

Contract Begins	September 1, 1985
Statistical Reports of Cataloging Activity Due	Monthly
Narrative Evaluation Report Due	August 31, 1986
Contract Ends	August 31, 1986

The success of the project will be judged by the total number of library materials cataloged using the OCLC system.

4. Geographic Location.

Abilene Public Library
Amarillo Public Library
Austin Public Library
La Retama Public Library (Corpus Christi)
Dallas Public Library
El Paso Public Library
Fort Worth Public Library
Houston Public Library
Lubbock City-County Library
San Antonio Public Library

3013.2/1.2.6

PART IV, PROGRAM NARRATIVE
TITLE I - PROJECT 2.7
PUBLIC LIBRARY (AREAS WITH INADEQUATE SERVICES)
CONTINUING EDUCATION

1. Objectives and Need For This Assistance.

   a. Objectives

   To provide technical assistance and consulting upon request to librarians, library staff, trustees, advisory councils, and interested persons. (Goal 4, Objective 4.1, p. 23 of the Long Range Plan for Statewide Library Development, 1986-88.)

   To facilitate, coordinate, and promote statewide library continuing education activities, and to prepare and provide continuing education workshops and materials for interested persons working in and with libraries. (Goal 4, Objective 4.2, p. 24 of the Long Range Plan for Statewide Library Development, 1986-88.)

   To provide information and materials on all aspects of library and information services to interested persons. (Goal 4, Objective 4.4, p. 25 of the Long Range Plan for Statewide Library Development, 1986-88.)

   To assist libraries in improving library services to the disadvantaged. (Goal 5, Objective 5.1, p. 25 of the Long Range Plan for Statewide Library Development, 1986-88.)

   To provide assistance for adult literacy programs in public libraries. (Goal 5, Objective 5.6, p. 27 of the Long Range Plan for Statewide Library Development, 1986-88.)

   b. Need

   An analysis of the need for this project is provided in Chapter 4, pp. 49-52 and 80 of the Long Range Plan for Statewide Library Development, 1986-88.

2. Results or Benefits Expected.

   1,450 librarians, library staff, trustees, and interested persons will receive in-depth consultation in collection development, staff training, outreach services, general library management, and other areas.

   5,000 librarians, library staff, trustees, advisory councils, and interested persons will have liasion contact with State Library staff.

   Libraries requesting aid in automation will receive services of the Texas State Library's Automation Consultant.

   9,800 continuing education student hours will be provided.

1,900 people will participate in continuing education activities.

2,700 instructional manuals and 44,000 informational materials will be distributed.

6,000 people will learn about employment opportunities by calling the Texas State Library Jobline.

3. Approach.

The Texas State Library consulting and continuing education staff will provide workshops on seven topics, and will develop related instructional and informational materials for librarians, library staff, trustees, and the interested public. The workshops will be designed to meet library educational needs as identified by assessment surveys, staff analysis of changes occurring in the profession, and in response to specific requests which have statewide implications.

Continuing education events planned for 1986 are two institutes: one on management which will cover all aspects of library management; one for library trustees which will serve as a biennial training program for them and which will focus on multitype library cooperation. Workshops will be presented on the following topics: building community coalitions (for library participation in the Texas Sesquicentennial celebration); managing an institution library; originating and running a volunteer tutoring program in a library; a series of automation workshops will deal with automation topics of online catalogs and retrospective conversion.

The State Library's Trustee Manual and Handbook of Reference Sources will be revised.

All continuing education activity will be announced statewide by memos, letters, and workshop brochures mailed well in advance of the workshop dates to members of the library community. All activities and materials will be discussed in the division newsletter, Library Developments. In addition, each issue will have a Library Continuing Education Calendar which will list activities in the state as well as the State Library's workshops.

Three staff members will offer in-depth consultations in all areas of library operation, via telephone, on-site visits, and written correspondence. Two staff members offer specialized consultation, one in library automation and one in library services to the institutionalized and to the disadvantaged. The consultants are always available to requests for help and information. They also encourage such requests by making an effort to be visible to the clientele by giving workshops, by participating in public events, by writing articles, and by hosting meetings. For example, the Special Services Consultant will hold a statewide meeting for institutional librarians and administrators.

Members of the library community will be able to educate themselves by borrowing professional materials: books, periodicals, and video tapes from the Library Science Collection (LSC). These materials circulate statewide to anyone who requests them. The LSC librarian also will distribute all instructional and educational materials and answer reference questions.

The Texas State Library Jobline, a pre-recorded telephone message, will announce library job vacancies in Texas. Up-dated weekly, the Jobline will operate twenty-four hours a day, seven days a week.

New Library Science Collection materials and the Jobline telephone number will be listed in the newsletter, Library Developments.

TIMETABLE

Sesquicentennial Planning Workshop	September, October, 1985
Institutions Meeting	October, 1985
Online Catalogs	November, 1985
Trustee Institute	December, 1985
Management Institute	March, 1986
Literacy Volunteer Tutor Programs	April, 1986
Managing Institutional Libraries	May, 1986
Retrospective Conversion	June-August, 1986

Evaluation of the continuing education program will be measured by the number of consultations, including technical assistance and reference questions answered; student workshop hours provided for both librarians and library board members; and informational and instructional materials distributed. Workshops are evaluated by participants who also make recommendations for future workshop topics.

4. Geographic Location.

The State of Texas

PART IV, PROGRAM NARRATIVE
SUMMARY OF TITLE I - PROJECT 3
PUBLIC LIBRARY (SERVICES TO THE DISADVANTAGED)

Subprojects Under Title I - Project 3

The following subprojects constitute Title I - Project 3 in the FFY 1986 Annual Program:

Project Number	Project Name
3.1	Regional Public Library Systems

A program narrative for each subproject listing (1) objectives and need for assistance, (2) results and benefits expected, (3) approach, and (4) geographic location, follows this summary.

Source of Funds for Title I - Project 3

Project Number	Project Name	Fiscal Year	FFY 1985 Carryover	FFY 1986 Carryover	SFY 1986 State	SFY 1987 State	TOTAL
3.1	Regional Public Library Systems	1986	646,126				646,126
		1987		536,178			536,178

3013.2/I.3-NAR

PART IV, PROGRAM NARRATIVE
TITLE I - PROJECT 3.1
PUBLIC LIBRARY (SERVICES TO DISADVANTAGED)
REGIONAL PUBLIC LIBRARY SYSTEMS

1. Objectives and Need For This Assistance.

See Project 2.2, Regional Public Library Systems.

2. Results or Benefits Expected.

Purchase of library materials for the disadvantaged.

Purchase of library materials to support literacy instruction in public libraries.

3. Approach.

See Project 2.2, Regional Public Library Systems.

For additional information, see Appendix C, Guidelines for System Plans of Service and Abstracts of SFY 1986 (LSCA FFY 1985 Carryover) Subgrant Projects.

4. Geographic Location in SFY 1986 (LSCA FFY 1985 Carryover)

Houston Area Library System.

Headquarters: Houston Public Library

3013.2/I.3.1

PART IV, PROGRAM NARRATIVE
SUMMARY OF TITLE I - PROJECT 4
PUBLIC LIBRARY (SERVICE TO PHYSICALLY HANDICAPPED)

Subprojects Under Title I - Project 4

The following subprojects constitute Title I - Project 4 in the FFY 1986 Annual Program:

Project Number	Project Name
4.1	Library Services for the Blind and Other Physically Handicapped Persons

A program narrative for each subproject listing (1) objectives and need for assistance, (2) results and benefits expected, (3) approach, and (4) geographic location, follows this summary.

Source of Funds for Title I - Project 4

Project Number	Project Name	Fiscal Year	FFY 1985 Carryover	FFY 1986 Carryover	SFY 1986 State	SFY 1987 State	TOTAL
4.1	Library Services for the Blind and Physically Handicapped Persons	1986			979,181		979,181
		1987				979,181	979,181

PART IV, PROGRAM NARRATIVE
TITLE I - PROJECT 4.1
SERVICE TO PHYSICALLY HANDICAPPED
LIBRARY SERVICES FOR THE BLIND AND OTHER PHYSICALLY HANDICAPPED PERSONS

1. Objectives and Need For This Assistance.

a. Objective

To provide direct services from the Texas State Library to the blind and physically handicapped. (Goal 5, Objective 5.3, p. 26 of the Long Range Plan for Statewide Library Development, 1986-88.)

b. Need

An analysis of the need for this project is provided in Chapter 4, p. 78 of the Long Range Plan for Statewide Library Development, 1986-88.

2. Results or Benefits Expected.

The number of noncommercial titles acquired in 1984 will be 160.
The average annual level of circulation per active reader will be 40 volumes.
The number of patrons reached and served will be 18,500.

3. Approach.

The service will be carried out primarily by the Texas State Library, Division for the Blind and Physically Handicapped. Books and magazines in special formats will be mailed to registered patrons throughout the state.

Materials mailed will be those specifically requested by patrons, or materials chosen by agency staff in subject interest areas requested by patrons, or a combination of the two.

Non-commercial title acquisitions will be increased by a volunteer recording program, and by acquiring from other states recorded books which would be of interest to Texas patrons. Commercial title acquisitions will be primarily in large print format.

Contacts with patrons will be made in person, by telephone, and by mail (letters, newsletters, and other mass mailings as needed).

New patrons will be reached by using public service announcements on radio and television, and by articles in newspapers. All public service announcements will be released both in English and Spanish.

TIMETABLE

December 31, 1985	40	non-commercial titles acquired
	10	volumes circulated per active reader (average)
	18,500	patrons reached and served

March 31, 1986	80	non-commercial titles acquired
	20	volumes circulated per active reader (average)
	18,500	patrons reached and served
June 30, 1986	120	non-commercial titles acquired
	30	volumes circulated per active reader (average)
	18,500	patrons reached and served
September 30, 1986	160	non-commercial titles acquired
	40	volumes circulated per active reader (average)
	18,500	patrons reached and served

Statistics will be kept at the State Library on registration, circulations, and commercial and non-commercial acquisitions. In addition, the Library of Congress, National Library Service for the Blind and Physically Handicapped, will provide statistics on a portion of the magazine circulation.

Participants in this program are local, state, and federal agencies working with the handicapped, and various public and private schools, volunteer organizations, public libraries and institutions.

4. Geographic Location.

The location of the project will be the entire state.

3013.2/I.4.1

PART IV, PROGRAM NARRATIVE
SUMMARY OF TITLE I - PROJECT 5
PUBLIC LIBRARY (SERVICE TO INSTITUTIONALIZED)

Subprojects Under Title I - Project 5

The following subprojects constitute Title I - Project 5 in the FFY 1986 Annual Program:

Project Number	Project Name
5.1	Centralized Acquisitions for State Institutions

A program narrative for each subproject listing (1) objectives and need for assistance, (2) results and benefits expected, (3) approach, and (4) geographic location, follows this summary.

Source of Funds for Title I - Project 5

Project Number	Project Name	Fiscal Year	FFY 1985 Carryover	FFY 1986 Carryover	SFY 1986 State	SFY 1987 State	TOTAL
5.1	Centralized Acquisitions for State Institutions	1986	48,403		326,885		375,288
		1987		48,403		337,940	386,343

3013.2/I.5-NAR

PART IV, PROGRAM NARRATIVE
TITLE I - PROJECT 5.1
SERVICE TO INSTITUTIONALIZED
CENTRALIZED ACQUISITIONS FOR STATE INSTITUTIONS

1. Objectives and Need For This Assistance.

   a. Objective

   To strengthen libraries in state residential institutions. (Goal 5, Objective 5.2, pp. 25-26 of the Long Range Plan for Statewide Library Development, 1986-88.)

   b. Need

   An analysis of the need for this project is provided in Chapter 4, pp. 61-77 of the Long Range Plan for Statewide Library Development, 1986-1988.

2. Results or Benefits Expected.

   A total of 4,100 items (books, audiovisual materials, subscriptions) will be added to the collections of institution libraries.

3. Approach.

   The Texas State Library may only grant money to cities and counties. It can, however, give library materials to other libraries. Therefore, accounts will be set up in the State Library against which the institutions will request books and audiovisual materials. In this way the State Library will order and pay for the materials, with the institutions receiving the materials directly from the jobber. This arrangement will permit the institutions to take advantage of the State Library's discount on books (20.2 percent for 1985).

   To be eligible to receive an allocation, each institution must (1) file a report showing the amount of state funds expended for library materials in SFY 1985, and (2) complete a data collection survey on the collection, staff, and programs offered by their resident's library. These documents will be similar to those prepared for the FY 1985 program (See Appendix B of the Long Range Plan for Statewide Library Development, 1986-88.)

   Each eligible institution will receive a basic allocation of a fixed dollar amount. Additional funds will be allocated to those institutions which have expended state funds for periodicals, books and audiovisual materials. The amount of additional funds allocated to each institution will be calculated by a matching formula against that institution's reported expenditure of state funds for library materials.

   The Texas State Library Acquisitions Department will supply institutional librarians with standardized ordering forms, complete instructions for ordering, and a schedule of ordering deadlines. This material will be mailed with the announcement of the institutions allocation amount.

The Texas State Library Library Development Division will provide institutional librarians with selection aids to help them purchase appropriate material and to help them meet ordering deadlines.

The provision of additional library materials for residents of state institutions will enrich the lives of those people who cannot readily avail themselves of educational, cultural, and recreational opportunities meant for the general public.

By allocating the majority of program funds on a matching formula which keys into the amount of funds spent by the institution for library materials, the institutions will be provided an incentive to increase their state expenditures.

By allocating a basic amount ($400) to all institutions which report, those institutions which have not expended state funds for library materials will have a nominal sum at their disposal. In this way, the use of federal funds to purchase new materials may stimulate the expenditure of state funds at those institutions.

The institutions will purchase books under the State Library's discount rate, 20.2%. This discount will allow the purchase of more books for the institutions. Through the purchase of books and audiovisual materials, the institutions can develop collection areas which, although needed by the residents, may not be allowed under stringent local budget constraints.

TIMETABLE

Initial Notification of the program mailed to all institutions	July-August, 1985
Application (Expenditure Report and Survey) mailed to all institutions	September, 1985
Return applications to Texas State Library	October 15, 1985
Notification of allocation amounts sent to eligible institutions	November 1, 1985
Begin Expenditures	December 26, 1985
Funds Encumbered by Institutions	March 30, 1986
Final date for A-V orders	June 15, 1986
Funds expended by Texas State Library	August 31, 1986

The number and format of materials purchased with federal funds will be monitored in order to determine the impact of LSCA funds on the needs of the institutions as determined by cited standards.

The number of institutions submitting expenditure reports for the following fiscal year will be monitored to determine whether they have responded positively to the basic allocation amount approach. The level of local expenditures for library materials will also be monitored to determine whether the matching grant approach has served as an incentive to increase the local support.

The data gathered by the survey will enable the Texas State Library to evaluate the general condition of library services in state institutions by providing baseline statistics for trend analysis. An analysis of these statistics against cited standards will provide indicators of need.

State institutions will be asked to submit applications. These institutions are administered by the Texas Department of Corrections, Texas Department of Mental Health-Mental Retardation, Texas Youth Council, the Texas Department of Health, the Commission for the Blind, the Indian Commission, and the State Board of Education.

4. Geographic Location.

The location of this project is the entire State of Texas.

3013.2/I.5.1

PART IV, PROGRAM NARRATIVE
SUMMARY OF TITLE I - PROJECT 7
PUBLIC LIBRARY (MAJOR URBAN RESOURCE LIBRARIES)

Subprojects Under Title I - Project 7

The following subprojects constitute Title I - Project 7 in the FFY 1986 Annual Program:

Project Number	Project Name
7.1	Major Urban Resource Libraries

A program narrative for each subproject listing (1) objectives and need for assistance, (2) results and benefits expected, (3) approach, and (4) geographic location, follows this summary.

Source of Funds for Title I - Project 7

Project Number	Project Name	Fiscal Year	FFY 1985 Carryover	FFY 1986 Carryover	SFY 1986 State	SFY 1987 State	TOTAL
7.1	Major Urban Resource Libraries	1986	400,468				400,468
		1987		400,468			400,468

PART IV, PROGRAM NARRATIVE
TITLE I - PROJECT 7.1
MAJOR URBAN RESOURCE LIBRARIES

1. Objectives and Need For This Assistance.

   a. Objective

   To make grants to Major Urban Resource Libraries in years in which LSCA Title I funding exceeds $60 million nationally. (Goal 1, Objective 1.2, p. 16 of the Long Range Plan for Statewide Library Development, 1986-88.)

   b. Need

   An analysis of the inadequacy of Major Urban Resource Libraries' (MURLs) collections to meet the needs of individual users and libraries throughout the regional area in which each is located is contained in Chapter 4, p. 33 of the Long Range Plan for Statewide Library Development, 1986-88.

2. Results or Benefits Expected.

   Compensation will be made to the Major Urban Resource Libraries for the services they provide without charge to persons outside of their tax-supporting area, in order to ensure continued availability of one or more of the following non-resident services: on-site use of the collection, use of reference services, and/or circulation of library materials.

3. Approach.

   Each MURL that elects to participate in the project will be allocated a percentage of the total funds which corresponds to their percentage of the total urban population served by participating libraries. In SFY 1986, participating MURLs will receive funds through a subcontract with the Texas State Library. MURLs may use the funds in a variety of ways, with the stipulation that the funds contribute to the provision of services to non-residents. In addition, MURLs may use a portion of the funds to audit the grant and to reimburse the MURL city for indirect costs incurred. Each MURL will indicate statistical targets for various services to non-residents during the grant period in its grant application, and will make quarterly reports as to their progress in reaching these targets.

   Participating MURLs will submit: (1) Quarterly Performance Reports indicating progress toward meeting statistical targets; (2) Quarterly Financial Status Reports and a final Financial Status Report indicating expenditures and encumbrances made with grant funds; (3) a Final Audit due 180 days following the close of the local fiscal year.

Failure to submit any of the required reports shall constitute violations of the subgrant contract and may result in suspension of the subgrant. Audits will be reviewed by the State Library staff, and any audit exceptions will be resolved.

Public libraries in seventeen Texas cities meeting the criteria for Major Urban Resource Libraries will be eligible to apply for funding.

For additional information concerning the approach to be used to meet the objectives of Project 7.1, Major Urban Resource Libraries, see Appendix E, MURLs Grant Program Guidelines.

4. Geographic Location in SFY 1986 (LSCA FFY 1985 Carryover)

The geographic location of this project is the entire state. The project sites for SFY 1986 will be:

Abilene Public Library
Amarillo Public Library
Arlington Public Library
Austin Public Library
Beaumont Public Library
Corpus Christi Public Libraries
Dallas Public Library
El Paso Public Library
Fort Worth Public Library
Nicholson Memorial Library (Garland)
Houston Public Library
Irving Public Library
Lubbock City-County Library
Ector County Library (Odessa)
Pasadena Public Library
San Antonio Public Library
Waco-McLennan County Library

FY 1986 MURLS GRANTS

MURL CITY	POPULATION*	% OF POPULATION	GRANT AMOUNT
HOUSTON	1,725,617	27.47%	$ 110,008
DALLAS	943,848	15.03	60,171
SAN ANTONIO	819,021	13.04	52,213
EL PASO	445,071	7.09	28,373
FORT WORTH	401,402	6.39	25,589
AUSTIN	368,135	5.86	23,469
CORPUS CHRISTI	246,081	3.92	15,688
ARLINGTON	182,975	2.91	11,665
LUBBOCK	176,588	2.81	11,258
AMARILLO	155,356	2.47	9,904
GARLAND	148,975	2.37	9,497
BEAUMONT	123,477	1.97	7,872
PASADENA	122,010	1.94	7,778
IRVING	114,305	1.82	7,287
ABILENE	104,302	1.66	6,649
ODESSA	102,465	1.63	6,532
WACO	102,200	1.63	6,515
TOTAL	6,281,828	100.00	$ 400,468

*Source: Local Population Estimates, Series P-26, No. 82-43-SC, Texas: 1982 Population Estimates and 1981 Per Capita Income Estimates for Counties and Incorporated Places. Issued September, 1984.

PART IV, PROGRAM NARRATIVE
SUMMARY OF TITLE I - PROJECT 9
PUBLIC LIBRARY (SERVICES TO LIMITED ENGLISH-SPEAKING)

Subprojects Under Title I - Project 9

The following subprojects constitute Title I - Project 9 in the FFY 1986 Annual Program:

Project Number	Project Name
9.1	Regional Public Library Systems
9.2	Public Library Establishment

A program narrative for each subproject listing (1) objectives and need for assistance, (2) results and benefits expected, (3) approach, and (4) geographic location, follows this summary.

Source of Funds for Title I - Project 9

Project Number	Project Name	Fiscal Year	FFY 1985 Carryover	FFY 1986 Carryover	SFY 1986 State	SFY 1987 State	TOTAL
9.1	Regional Public Library Systems	1986	1,820,940				1,820,940
		1987		1,819,513			1,819,513
9.2	Public Library Establishment	1986	20,000				20,000
		1987		20,000			20,000

PART IV, PROGRAM NARRATIVE
TITLE I - PROJECT 9.1
SERVICES TO LIMITED ENGLISH-SPEAKING REGIONAL PUBLIC LIBRARY SYSTEMS

1. Objectives and Need For This Assistance.

   a. Objective

   See Project 2.2, Regional Public Library Systems.

2. Results or Benefits Expected.

   See Project 2.2, Regional Public Library Systems.

3. Approach.

   See Project 2.2, Regional Public Library Systems.

   For additional information, see Appendix C, Guidelines for System Plans of Service and Abstracts of SFY 1986 (LSCA FFY 1985 Carryover) Subgrant Projects.

4. Geographic Location in SFY 1986 (LSCA FFY 1985 Carryover)

   San Antonio Area Library System
    (San Antonio Public Library)

   South Texas Library System
    (Corpus Christi Public Library)

   Texas Trans-Pecos Library System
    (El Paso Public Library)

3013.2/I.9.1

PART IV, PROGRAM NARRATIVE
TITLE I - PROJECT 9.2
SERVICES TO LIMITED ENGLISH-SPEAKING
PUBLIC LIBRARY ESTABLISHMENT

1. Objectives and Need For This Assistance.

    a. Objective

    See Project 2.1, Public Library Establishment.

2. Results or Benefits Expected.

    See Project 2.1, Public Library Establishment.

3. Approach.

    See Project 2.1, Public Library Establishment.

    For additional information concerning the approach to be used to meet the objectives of project 9.2, see Appendix A, Establishment Grant Guidelines and Abstracts of SFY 1986 (LSCA FFY 1985 Carryover) Subgrant Projects.

4. Geographic Location in SFY 1986 (LSCA FFY 1985 Carryover)

    Zapata County

3013.2/I.9.2

PART IV, PROGRAM NARRATIVE
SUMMARY OF TITLE I - PROJECT 13
PUBLIC LIBRARY (ADMINISTRATION)

Subprojects Under Title I - Project 13

The following subprojects constitute Title I - Project 13 in the FFY 1986 Annual Program:

Project Number	Project Name
13.1	Administrative Expenses for LSCA

A program narrative for each subproject listing (1) objectives and need for assistance, (2) results and benefits expected, (3) approach, and (4) geographic location, follows this summary.

Source of Funds for Title I - Project 13

Project Number	Project Name	Fiscal Year	FFY 1985 Carryover	FFY 1986 Carryover	SFY 1986 State	SFY 1987 State	TOTAL
13.1	Administrative Expenses for LSCA	1986			286,394		286,394
		1987				285,054	285,054

3013.2/I.6-NAR

ART IV, PROGRAM NARRATIVE
TITLE I - PROJECT 13.1
ADMINISTRATION
ADMINISTRATIVE EXPENSES FOR LSCA

1. Objectives and Need For This Assistance.

   a. Objectives

   To provide financial and program accountability through the administration of state and federal funds. (Goal 1, Objective 1.4, pp. 16-20 of the *Long Range Plan for Statewide Library Development, 1986-88*.)

   To collect and publish statistics from Texas public, special, and academic libraries. (Goal 4, Objective 4.3, pp. 24-25 of the *Long Range Plan for Statewide Library Development, 1986-88*.)

   b. Need

   An analysis of the need for this project is provided in Chapter 4, pp. 40-41, and 51-52 of the *Long Range Plan for Statewide Library Development, 1986-88*.

2. Results or Benefits Expected.

   The end products for this project are detailed on pp. 16-20 and pp. 24-25 of the *Long Range Plan for Statewide Library Development, 1986-88*. The following publications and reports will be produced as a result of the project:

   LSCA Basic State Plan
   LSCA Long Range Plan for Statewide Library Development
   LSCA Annual Program
   LSCA Annual Report
   Statewide Library Development: Biennial Budget
   Legislative Budget Board Performance and Expenditure Report: Six-Month and Annual
   Statewide Library Development: Annual and Biennial Report
   Subgrantee Audit Manual
   Rules and Regulations for the State Library System
   Guidelines for Regional Systems' Annual Program and Budget
   Guidelines for Application and Reporting of Title III, Establishment, Incentive, and Other Subgrants
   Academic Library Statistics
   Texas Public Library Statistics: An Analysis
   Texas Public Library Statistics
   Directory of Special Libraries and Information Centers in Texas
   Institutional Libraries Statistics
   Other special projects and reports as needed

3. Approach.

   The approach for each required administrative task is specified in the applicable objectives section of the *Long Range Plan for Statewide Library Development, 1986-88*. The tasks will be carried out by a Division

Director, a Manager, a Planner, a Grants Administrator, a Statistician, an Office Manager, a Statistics Assistant, two Administrative Assistants, the Administrative Division, the Data Processing Department, and the Assistant State Librarian.

The completion dates for each required administrative task are specified in the Long Range Plan for Statewide Library Development, 1986-88. (See pp. 16-20; 24-25.)

The success of the project will be based on a comparison of actual completion dates for each task with the date targeted in the Long Range Plan for Statewide Library Development, 1986-88.

4. Geographic Location.

Texas State Library, Austin.

3013.2/I.6.1

OMB Approval No. 0348-00

FEDERAL ASSISTANCE

1. TYPE OF SUBMISSION *(Mark appropriate box)*
☐ NOTICE OF INTENT (OPTIONAL)
☐ PREAPPLICATION
☒ APPLICATION

2. APPLICANT'S APPLICATION IDENTIFIER
a. NUMBER
b. DATE *Year month day* 19

3. STATE APPLICATION IDENTIFIER *NOTE TO BE ASSIGNED BY STATE*
a. NUMBER
b. DATE ASSIGNED *Year month day* 19

Leave Blank

4. LEGAL APPLICANT/RECIPIENT
a. Applicant Name: Texas State Library & Archives Commission
b. Organization Unit: Library Development Division
c. Street/P.O. Box: P. O. Box 12927/Capitol Station
d. City: Austin
e. County: Travis
f. State: Texas
g. ZIP Code: 78711
h. Contact Person *(Name & Telephone No.)*: William D. Gooch
512/475-2166

5. EMPLOYER IDENTIFICATION NUMBER (EIN)

6. PROGRAM *(From CFDA)*
a. NUMBER: 8 4 . 1 1 5 4
MULTIPLE ☐
b. TITLE: Title II, Public Library Construction

7. TITLE OF APPLICANT'S PROJECT (Use section IV of this form to provide a summary description of the project.)
FFY 1986 Library Services and Construction Act Basic State Plan; Annual Program Title II; and Long Range Plan Update 1986-1988.

8. TYPE OF APPLICANT/RECIPIENT
A—State
B—Interstate
C—Substate Organization
D—County
E—City
F—School District
G—Special Purpose District
H—Community Action Agency
I—Higher Educational Institution
J—Indian Tribe
K—Other (Specify)
Enter appropriate letter A

9. AREA OF PROJECT IMPACT *(Names of cities, counties, states, etc.)*
Statewide

10. ESTIMATED NUMBER OF PERSONS BENEFITING
14,229,191

11. TYPE OF ASSISTANCE
A—Basic Grant
B—Supplemental Grant
C—Loan
D—Insurance
E—Other
Enter appropriate letter(s) A

12. PROPOSED FUNDING

a. FEDERAL	$ 1,350,242.00
b. APPLICANT	.00
c. STATE	.00
d. LOCAL	6,921,600.00
e. OTHER	.00
f. Total	$ 8,271,842.00

13. CONGRESSIONAL DISTRICTS OF
a. APPLICANT: State
b. PROJECT: NA

14. TYPE OF APPLICATION
A—New
B—Renewal
C—Revision
D—Continuation
E—Augmentation
Enter appropriate letter A

15. PROJECT START DATE *Year month day* 19 NA

16. PROJECT DURATION NA *Months*

17. TYPE OF CHANGE *(For 14c or 14e)*
A—Increase Dollars
B—Decrease Dollars
C—Increase Duration
D—Decrease Duration
E—Cancellation
F—Other (Specify)
NA
Enter appropriate letter(s)

18. DATE DUE TO FEDERAL AGENCY ▸ *Year month day* 19 85 10 01

19. FEDERAL AGENCY TO RECEIVE REQUEST U.S. Department of Education
a. ORGANIZATIONAL UNIT (IF APPROPRIATE): Office of Educational Research and Improvement
b. ADMINISTRATIVE CONTACT (IF KNOWN): Evaline Neff, Adm. Librarian
c. ADDRESS:
Department of Education, SPLSB
400 Maryland Avenue, SW, Washington, D.C. 20202-1630

20. EXISTING FEDERAL GRANT IDENTIFICATION NUMBER
74-60000126

21. REMARKS ADDED
☐ Yes ☒ No

22. THE APPLICANT CERTIFIES THAT ▸ To the best of my knowledge and belief, data in this preapplication/application are true and correct, the document has been duly authorized by the governing body of the applicant and the applicant will comply with the attached assurances if the assistance is approved.

a. YES. THIS NOTICE OF INTENT/PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON
DATE September 1, 1985

b. NO. PROGRAM IS NOT COVERED BY E.O. 12372 ☐
OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW ☐

23. CERTIFYING REPRESENTATIVE
a. TYPED NAME AND TITLE: Dorman H. Winfrey
Director-Librarian
b. SIGNATURE: Dorman H. Winfrey

24. APPLICATION RECEIVED *Year month day* 19

25. FEDERAL APPLICATION IDENTIFICATION NUMBER

26. FEDERAL GRANT IDENTIFICATION

27. ACTION TAKEN
☐ a. AWARDED
☐ b. REJECTED
☐ c. RETURNED FOR AMENDMENT
☐ d. RETURNED FOR E.O. 12372 SUBMISSION BY APPLICANT TO STATE
☐ e. DEFERRED
☐ f. WITHDRAWN

28. FUNDING

a. FEDERAL	$ .00
b. APPLICANT	.00
c. STATE	.00
d. LOCAL	.00
e. OTHER	.00
f. TOTAL	$ .00

29. ACTION DATE ▸ *Year month day* 19

30. STARTING DATE *Year month day* 19 10 1

31. CONTACT FOR ADDITIONAL INFORMATION *(Name and telephone number)*
Phone: (202) 254-9664

32. ENDING DATE *Year month day* 19 09 30

33. REMARKS ADDED
☐ Yes ☐ No

SECTION I—APPLICANT/RECIPIENT DATA
SECTION II—CERTIFICATION
SECTION III—FEDERAL AGENCY ACTION

NSN 7540-01-008-8162
PREVIOUS EDITION IS NOT USABLE

424-103

STANDARD FORM 424 PAGE 1 (Rev. 4-8
Prescribed by OMB Circular A-102

PART IV, PROGRAM NARRATIVE
SUMMARY OF TITLE II - PROJECT 1
PUBLIC LIBRARY CONSTRUCTION

Subprojects Under Title II - Project 1

The following subprojects constitute Title II - Project 1 in the FFY 1986 Annual Program:

Project Number	Project Name
1.1	Public Library Construction

A program narrative for each subproject listing (1) objectives and need for assistance, (2) results and benefits expected, (3) approach, and (4) geographic location, follows this summary.

Source of Funds for Title II - Project 1

Project Number	Project Name	Fiscal Year	FFY 1985 Carryover	FFY 1986 Carryover	SFY 1986 State	SFY 1987 State	TOTAL
1.1	Public Library Construction	1986	1,350,242				1,350,242
		1987		1,350,242			1,350,242

PART IV, PROGRAM NARRATIVE
TITLE II - PROJECT 1
PUBLIC LIBRARY CONSTRUCTION

1. Objectives and Need For This Assistance.

   a. Objective

   To assist in upgrading physical facilities of public libraries through the administration of LSCA Title II grants, if these funds become available (Goal 1, Objective 1.3, p. 16 of the Long Range Plan for Statewide Library Development, 1986-88.)

   b. Need

   An analysis of the need for this project is provided in Chapter 4, pp. 34-40 of the Long Range Plan for Statewide Library Development, 1986-88.

2. Results or Benefits Expected.

   Grants will be awarded to subgrantees for the construction of public library facilities.

3. Approach

   For information concerning the approach to be used to meet the objectives of this project see Appendix G. General Information and Preapplication Guidelines, Title II, Construction Program of the Library Services and Construction Act.

4. Geographic Location

   State of Texas

3013.2/II.1.1

OMB Approval No. 0348-00

FEDERAL ASSISTANCE

1. TYPE OF SUBMISSION *(Mark appropriate box)*
☐ NOTICE OF INTENT (OPTIONAL)
☐ PREAPPLICATION
☒ APPLICATION

2. APPLICANT'S APPLICATION IDENTIFIER
a. NUMBER
b. DATE *Year month day* 19

3. STATE APPLICATION IDENTIFIER *NOTE: TO BE ASSIGNED BY STATE*
a. NUMBER
b. DATE ASSIGNED *Year month day* 19

Leave Blank

SECTION I—APPLICANT/RECIPIENT DATA

4. LEGAL APPLICANT/RECIPIENT
a. Applicant Name: Texas State Library & Archives Commission
b. Organization Unit: Library Development Division
c. Street/P.O. Box: P. O. Box 12927/Capitol Station
d. City: Austin
e. County: Travis
f. State: Texas
g. ZIP Code: 78711
h. Contact Person (Name & Telephone No.): William D. Gooch 512/475-2166

5. EMPLOYER IDENTIFICATION NUMBER (EIN)

6. PROGRAM (From CFDA)
a. NUMBER 8 4 . 0 3
MULTIPLE ☐
b. TITLE Title III, Interlibrary Cooperation and Resource Sharing

7. TITLE OF APPLICANT'S PROJECT (Use section IV of this form to provide a summary description of the project.)
FFY 1986 Library Services and Construction Act Basic State Plan; Annual Program Title III; and Long Range Plan Update 1986-1988.

8. TYPE OF APPLICANT/RECIPIENT
A—State
B—Interstate
C—Substate Organization
D—County
E—City
F—School District
G—Special Purpose District
H—Community Action Agency
I—Higher Educational Institution
J—Indian Tribe
K—Other (Specify)
Enter appropriate letter A

9. AREA OF PROJECT IMPACT *(Names of cities, counties, states, etc.)*
Statewide

10. ESTIMATED NUMBER OF PERSONS BENEFITING
14,229,191

11. TYPE OF ASSISTANCE
A—Basic Grant
B—Supplemental Grant
C—Loan
D—Insurance
E—Other
Enter appropriate letter(s) A

12. PROPOSED FUNDING

a. FEDERAL	$ 1,049,961	.00
b. APPLICANT		.00
c. STATE		.00
d. LOCAL		.00
e. OTHER		.00
f. Total	$ 1,049,961	.00

13. CONGRESSIONAL DISTRICTS OF
a. APPLICANT: State
b. PROJECT: NA

14. TYPE OF APPLICATION
A—New
B—Renewal
C—Revision
D—Continuation
E—Augmentation
Enter appropriate letter A

15. PROJECT START DATE *Year month day* 19 NA

16. PROJECT DURATION NA Months

17. TYPE OF CHANGE *(For 14c or 14e)*
A—Increase Dollars
B—Decrease Dollars
C—Increase Duration
D—Decrease Duration
E—Cancellation
F—Other (Specify): NA
Enter appropriate letter(s)

18. DATE DUE TO FEDERAL AGENCY ► *Year month day* 19 85 10 01

19. FEDERAL AGENCY TO RECEIVE REQUEST: U.S. Department of Education
a. ORGANIZATIONAL UNIT (IF APPROPRIATE): Office of Educational Research and Improvement
b. ADMINISTRATIVE CONTACT (IF KNOWN): Evaline Neff, Adm. Librarian
c. ADDRESS: Department of Education, SPLSB
400 Maryland Avenue, SW, Washington, D.C. 20202-1630

20. EXISTING FEDERAL GRANT IDENTIFICATION NUMBER
74-60000126

21. REMARKS ADDED
☐ Yes ☒ No

SECTION II—CERTIFICATION

22. THE APPLICANT CERTIFIES THAT ► To the best of my knowledge and belief, data in this preapplication/application are true and correct, the document has been duly authorized by the governing body of the applicant and the applicant will comply with the attached assurances if the assistance is approved.

a. YES. THIS NOTICE OF INTENT/PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON
DATE September 1, 1985

b. NO. PROGRAM IS NOT COVERED BY E.O. 12372 ☐
OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW ☐

23. CERTIFYING REPRESENTATIVE
a. TYPED NAME AND TITLE: Dorman H. Winfrey
Director-Librarian
b. SIGNATURE: Dorman H. Winfrey

SECTION III—FEDERAL AGENCY ACTION

24. APPLICATION RECEIVED *Year month day* 19

25. FEDERAL APPLICATION IDENTIFICATION NUMBER

26. FEDERAL GRANT IDENTIFICATION

27. ACTION TAKEN
☐ a. AWARDED
☐ b. REJECTED
☐ c. RETURNED FOR AMENDMENT
☐ d. RETURNED FOR E.O. 12372 SUBMISSION BY APPLICANT TO STATE
☐ e. DEFERRED
☐ f. WITHDRAWN

28. FUNDING

a. FEDERAL	$	.00
b. APPLICANT		.00
c. STATE		.00
d. LOCAL		.00
e. OTHER		.00
f. TOTAL	$	.00

29. ACTION DATE ► *Year month day* 19

30. STARTING DATE *Year month day* 19 10 1

31. CONTACT FOR ADDITIONAL INFORMATION *(Name and telephone number)*
Phone: (202) 254-9664

32. ENDING DATE *Year month day* 19 09 30

33. REMARKS ADDED
☐ Yes ☐ No

NSN 7540-01-008-8162
PREVIOUS EDITION IS NOT USABLE

424-103

STANDARD FORM 424 PAGE 1 (Rev. 4-84)
Prescribed by OMB Circular A-102

PART III - BUD

SECTION A -

GRANT PROGRAM, FUNCTION OR ACTIVITY (a)	FEDERAL CATALOG NO. (b)	ESTIMATED UNOBLIGA	
		FEDERAL (c)	N
1. PLANNING OF COOPERATIVE LIBRARY NETWORKS SEC [illegible] LSCA	84.035	$ 77,000	$
2. PLANNING FOR STATE-WIDE RESOURCE SHARING SEC. 304, LSCA	84.035		
5. TOTALS		$	$

SECTION B - E

6. OBJECT CLASS CATEGORIES	GRANT PR	
	(1) LSCA III	(2) STATE
a. PERSONNEL	$ 0	$
b. FRINGE BENEFITS	0	
c. TRAVEL	0	
d. EQUIPMENT	0	
e. SUPPLIES	0	
f. CONTRACTUAL	0	
g. LOCATOR TOOLS	0	
h. OTHER	77,000	
i. TOTAL DIRECT CHARGES		
j. INDIRECT CHARGES	0	
k. TOTALS	$ 77,000	$
7. PROGRAM INCOME	$	$

ED FORM 921 (6/81)

Title III
FY 85 CARRYOVER

OMB NO 1880-0528 EXP 12/84

- BUDGET INFORMATION

N A - BUDGET SUMMARY

OBLIGATED FUNDS		NEW OR REVISED BUDGET		
NON-FEDERAL (d)	FEDERAL (e)	NON-FEDERAL (f)	TOTAL (g)
$	$	$	$
$	$	$	$

B - BUDGET CATEGORIES

ANT PROGRAM, FUNCTION OR ACTIVITY			TOTAL (5)
STATE	(1) LOCAL	(4) OTHER FEDERAL	
	$	$	$
	$	$	$
	$	$	$

82

REPLACES ED FORM 921, 9/83, WHICH IS OBSOLETE

Title III

FY 85 CARRYOVER

OMB NO [illegible] EXP 11 84

PART III - BUDGET INFORMATION

SECTION A - BUDGET SUMMARY

GRANT PROGRAM, FUNCTION OR ACTIVITY (a)	FEDERAL CATALOG NO. (b)	ESTIMATED UNOBLIGATED FUNDS		NEW OR REVISED BUDGET		
		FEDERAL (c)	NON-FEDERAL (d)	FEDERAL (e)	NON-FEDERAL (f)	TOTAL (g)
3. ESTABLISHING EXPANDING AND OPERATING LIBRARY NETWORKS - SEC 302 LSCA BIBLIOGRAPHIC CONTROL	84 035	99,500		99,500	$	$
USER SERVICES: (a) INTERLIBRARY LOAN		642,461		642,461		
(b) REFERENCE SERVICES		77,000		77,000		
(c) ACCESS TO COMPUTER DATA BASES		77,000		77,000		
TRAINING/EDUCATION		77,000		77,000		
4. TOTALS GRAND		$ 1,049,961	$	$ 1,049,961	$	$

SECTION B - BUDGET CATEGORIES

6. OBJECT CLASS CATEGORIES	GRANT PROGRAM, FUNCTION OR ACTIVITY				TOTAL (5)
	(1) LSCA III	(2) STATE	(3) LOCAL	(4) OTHER FEDERAL	
a. PERSONNEL	$ 0	$	$	$	$
b. FRINGE BENEFITS	0				
c. TRAVEL	0				
d. EQUIPMENT	0				
e. SUPPLIES	0				
f. CONTRACTUAL	433,711				
g. LOCATOR TOOLS	0				
h. OTHER	616,250				
i. TOTAL DIRECT CHARGES					
j. INDIRECT CHARGES					
k. TOTALS	$ 1,049,961	$	$	$	$
7. PROGRAM INCOME	$	$	$	$	$

ED FORM 921 10/83

REPLACES ED FORM 921, 9/83, WHICH IS OBSOLETE

Title III
FY 1986 Funds

PART III - BUDGET INFORMATION

SECTION A - BUDGET SUMMARY

GRANT PROGRAM, FUNCTION OR ACTIVITY (a)	FEDERAL CATALOG NO. (b)	ESTIMATED UNOBLIGATED FUNDS		NEW OR REVISED BUDGET		
		FEDERAL (c)	NON-FEDERAL (d)	FEDERAL (e)	NON-FEDERAL (f)	TOTAL (g)
1. PLANNING OF COOPERATIVE LIBRARY NETWORKS SEC. 312 LSCA	84.035	$ 0	$	$	$	$
2. PLANNING FOR STATE-WIDE RESOURCE SHARING SEC. 304, LSCA	84.035	0				
5. TOTALS		$	$	$	$	$

SECTION B - BUDGET CATEGORIES

6. OBJECT CLASS CATEGORIES	GRANT PROGRAM, FUNCTION OR ACTIVITY				TOTAL (5)
	(1) LSCA III	(2) STATE	(3) LOCAL	(4) OTHER FEDERAL	
a. PERSONNEL	$ 0	$	$	$	$
b. FRINGE BENEFITS	0				
c. TRAVEL	0				
d. EQUIPMENT	0				
e. SUPPLIES	0				
f. CONTRACTUAL	0				
g. LOCATOR TOOLS	0				
h. OTHER	0				
i. TOTAL DIRECT CHARGES					
j. INDIRECT CHARGES	0				
k. TOTALS	$ 0	$	$	$	$
7. PROGRAM INCOME	$	$	$	$	$

Title III

FY 1986 Funds

OMB NO. [illegible]

PART III - BUDGET INFORMATION

SECTION A - BUDGET SUMMARY

GRANT PROGRAM, FUNCTION OR ACTIVITY (a)	FEDERAL CATALOG NO. (b)	ESTIMATED UNOBLIGATED FUNDS		NEW OR REVISED BUDGET		
		FEDERAL (c)	NON-FEDERAL (d)	FEDERAL (e)	NON-FEDERAL (f)	TOTAL (g)
3. ESTABLISHING, EXPANDING AND OPERATING LIBRARY NETWORKS - SEC 307 LSCA BIBLIOGRAPHIC CONTROL	[illegible]	0			$	$
USER SERVICES: (a) INTERLIBRARY LOAN		0				
(b) REFERENCE SERVICES		0				
(c) ACCESS TO COMPUTER DATA BASES		0				
TRAINING/EDUCATION		0				
4. TOTALS GRAND		$ 0	$	$	$	$

SECTION B - BUDGET CATEGORIES

6. OBJECT CLASS CATEGORIES	GRANT PROGRAM, FUNCTION OR ACTIVITY				TOTAL (5)
	(1) LSCA III	(2) STATE	(3) LOCAL	(4) OTHER FEDERAL	
a. PERSONNEL	$ 0	$	$	$	$
b. FRINGE BENEFITS	0				
c. TRAVEL	0				
d. EQUIPMENT	0				
e. SUPPLIES	0				
f. CONTRACTUAL	0				
g. LOCATOR TOOLS	0				
h. OTHER	0				
i. TOTAL DIRECT CHARGES					
j. INDIRECT CHARGES					
k. TOTALS	$ 0	$	$	$	$
7. PROGRAM INCOME	$	$	$	$	$

ED FORM 921 10/84

REPLACES ED FORM 921, 9/83, WHICH IS OBSOLETE

Title III
FY 1986 CARRYOVER

OMB NO. [illegible]

PART III - BUDGET INFORMATION

SECTION A - BUDGET SUMMARY

GRANT PROGRAM, FUNCTION OR ACTIVITY (a)	FEDERAL CATALOG NO. (b)	ESTIMATED UNOBLIGATED FUNDS		NEW OR REVISED BUDGET		
		FEDERAL (c)	NON-FEDERAL (d)	FEDERAL (e)	NON-FEDERAL (f)	TOTAL (g)
1 PLANNING OF COOPERATIVE LIBRARY NETWORKS SEC 302 LSCA	[illegible]	$ 77,000	$	$	$	$
2. PLANNING FOR STATE-WIDE RESOURCE SHARING SEC. 304, LSCA	84.035					
5. TOTALS		$	$	$	$	$

SECTION B - BUDGET CATEGORIES

6. OBJECT CLASS CATEGORIES	GRANT PROGRAM, FUNCTION OR ACTIVITY				TOTAL (5)
	(1) LSCA III	(2) STATE	(3) LOCAL	(4) OTHER FEDERAL	
a. PERSONNEL	$ 0	$	$	$	$
b. FRINGE BENEFITS	0				
c. TRAVEL	0				
d. EQUIPMENT	0				
e. SUPPLIES	0				
f. CONTRACTUAL	0				
g. LOCATOR TOOLS	0				
h. OTHER	77,000				
i. TOTAL DIRECT CHARGES					
j. INDIRECT CHARGES	0				
k. TOTALS	$ 77,000	$	$	$	$
7. PROGRAM INCOME	$	$	$	$	$

ED FORM 921 (4/84)

REPLACES ED FORM 921, 9/83, WHICH IS OBSOLETE

Title III
FY 86 CARRYOVER

OMB NO. [illegible]

PART III - BUDGET INFORMATION

SECTION A - BUDGET SUMMARY

GRANT PROGRAM, FUNCTION OR ACTIVITY (a)	FEDERAL CATALOG NO. (b)	ESTIMATED UNOBLIGATED FUNDS		NEW OR REVISED BUDGET		
		FEDERAL (c)	NON-FEDERAL (d)	FEDERAL (e)	NON-FEDERAL (f)	TOTAL (g)
3. ESTABLISHING, EXPANDING AND OPERATING LIBRARY NETWORKS - SEC [illegible] LSCA BIBLIOGRAPHIC CONTROL	84.035	104,500			$	$
USER SERVICES: (a) INTERLIBRARY LOAN		637,461				
(b) REFERENCE SERVICES		77,000				
(c) ACCESS TO COMPUTER DATA BASES		77,000				
TRAINING/EDUCATION		77,000				
4. TOTALS GRAND		$ 1,049,961	$	$	$	$

SECTION B - BUDGET CATEGORIES

6. OBJECT CLASS CATEGORIES	GRANT PROGRAM, FUNCTION OR ACTIVITY				TOTAL (5)
	(1) LSCA III	(2) STATE	(3) LOCAL	(4) OTHER FEDERAL	
a. PERSONNEL	$ 0	$	$	$	$
b. FRINGE BENEFITS	0				
c. TRAVEL	0				
d. EQUIPMENT	0				
e. SUPPLIES	0				
f. CONTRACTUAL	415,336				
g. LOCATOR TOOLS	0				
h. OTHER	634,625				
i. TOTAL DIRECT CHARGES					
j. INDIRECT CHARGES					
k. TOTALS	$ 1,049,961	$	$	$	$
7. PROGRAM INCOME	$	$	$	$	$

ED FORM 921 (9/84)

REPLACES ED FORM 921, 9/83, WHICH IS OBSOLETE

PART IV, PROGRAM NARRATIVE
SUMMARY OF TITLE III - PROJECT 1
PUBLIC LIBRARY
(PLANNING OF COOPERATIVE LIBRARY NETWORKS)

Subprojects Under Title III - Project 1

The following subprojects constitute Title III - Project 1 in the FFY 1986 Annual Program:

Project Number	Project Name
1.1	Demonstrations of Interlibrary Cooperation

A program narrative for each subproject listing (1) objectives and need for assistance, (2) results and benefits expected, (3) approach, and (4) geographic location, follows this summary.

Source of Funds for Title III - Project 1

Project Number	Project Name	Fiscal Year	FFY 1985 Carryover	FFY 1986 Carryover	SFY 1986 State	SFY 1987 State	TOTAL
1.1	Demonstrations of Interlibrary Cooperation	1986	77,000				77,000
		1987		77,000			77,000

3013.2/III.1-NAR

PART IV, PROGRAM NARRATIVE
TITLE III - PROJECT 1.1
PLANNING OF COOPERATIVE LIBRARY NETWORKS
DEMONSTRATIONS OF INTERLIBRARY COOPERATION

1. Objectives and Need For This Assistance.

   a. Objective

   To encourage regional and local cooperative services for meeting common user needs through joint planning, informal cooperation, and contractual arrangements among public, academic, school, and special libraries. (Goal 2, Objective 2.5, p. 22 of the Long Range Plan for Statewide Library Development, 1986-88.)

   b. Need

   An analysis of the need for this project is provided in Chapter 4, pp. 45-46 of the Long Range Plan for Statewide Library Development, 1986-88.

2. Results or Benefits Expected.

   LSCA Title III grants will be awarded to conduct demonstration and cooperative projects among public, academic, school, and special libraries.

3. Approach.

   The objectives for this project will be accomplished through contracts with public libraries, academic libraries, school libraries, technical information and research libraries; or systems or consortia of such libraries. Guidelines and grant application forms are prepared by the Texas State Library and are distributed upon request. Libraries are notified of the grant program through an announcement in the Library Developments newsletter and through selected direct mailings.

   Dissemination of information regarding subgrant projects is accomplished through the publication of project abstracts in the Library Developments newsletter. Photocopies of project applications and proposals as well as evaluation reports are made available upon request. Studies and final project reports are submitted by the Texas State Library to U.S. Department of Education. Additional copies of special reports are cataloged and circulated from the Texas State Library's Library Science Collection to ensure easy availability and the widest dissemination possible.

   Proposals will be evaluated by the LSCA Advisory Council and will be reviewed by the State Library staff. Final recommendations regarding funding will be presented to the State Library and Archives Commission for review and approval.

   Subgrantees must complete and file with the State Library the following documents: (1) two evaluation reports; (2) five expenditure reports of grant disbursement and/or encumbrances; and (3) one final audit of grant funds.

Failure to submit any of the required documents shall constitute defaulting on the contract and may be grounds for suspending the grant. Audits will be reviewed by the State Library staff, and any audit exceptions will be resolved.

Each subgrantee may revise goals and objectives which prove unattainable or unrealistic during the fiscal year. Subgrantees are expected to meet their objectives by the end of the project year.

On-site visitations to project sites will be conducted by State Library staff during the project year.

The project is administered by local agencies under contract with The Texas State Library. State Library personnel involved in the project are the Assistant State Librarian, the Director of Library Development Division, the Manager of the Systems Development Department, the Planner, the Grants Administrator, the Statistician, and the Office Supervisor.

Members of the LSCA Advisory Council will participate in the review of grant applications; no Council member whose employing agency has submitted an application or who stands to benefit directly from an application will evaluate that application.

For additional information concerning the approach to be used to meet the objectives of Project 1.1, Demonstrations of Interlibrary Cooperation, see Appendix H, Interlibrary Cooperation Grant Application Guidelines and Abstracts of SFY 1986 (LSCA FFY 1985 Carryover) Subgrant Projects.

3013.2A/III.1.1

PART IV, PROGRAM NARRATIVE
SUMMARY OF TITLE III - PROJECT 3

(ESTABLISHING, EXPANDING, AND OPERATING LIBRARY NETWORKS)

Subprojects Under Title III - Project 3

The following subprojects constitute Title III - Project 3 in the FFY 1986 Annual Program:

Project Number	Project Name
3.1	Demonstrations of Interlibrary Cooperation
3.2	Interlibrary Loan and Reference Referral Network
3.3	Texas Union List of Serials

A program narrative for each subproject listing (1) objectives and need for assistance, (2) results and benefits expected, (3) approach, and (4) geographic location, follows this summary.

Source of Funds for Title III - Project 3

Project Number	Project Name	Fiscal Year	FFY 1985 Carryover	FFY 1986 Carryover	SFY 1986 State	SFY 1987 State	TOTAL
3.1	Demonstrations of Interlibrary Cooperation						
	3.1.1 Bibliographic Control	1986	77,000				77,000
		1987		77,000			77,000
	3.1.2 Interlibrary Loan	1986	77,000				77,000
		1987		77,000			77,000
	3.1.3 Reference Services	1986	77,000				77,000
		1987		77,000			77,000
	3.1.4 Access to Computer Databases	1986	77,000				77,000
		1987		77,000			77,000
	3.1.5 Training/Education	1986	77,000				77,000
		1987		77,000			77,000
3.2	Interlibrary Loan and Reference Referral Network	1986	565,461				565,461
		1987		560,461			560,461
3.3	Texas Union List of Serials (Bibliographic Control)	1986	22,500				22,500
		1987		27,500			27,500

PART IV, PROGRAM NARRATIVE
TITLE III - PROJECT 3.1
ESTABLISHING, EXPANDING, AND OPERATING LIBRARY NETWORKS
DEMONSTRATIONS OF INTERLIBRARY COOPERATION

1. Objectives and Need For This Assistance.

See Project 1.1, Demonstrations of Interlibrary Cooperation

2. Results or Benefits Expected.

See Project 1.1, Demonstrations of Interlibrary Cooperation

3. Approach.

See Project 1.1, Demonstrations of Interlibrary Cooperation

For additional information concerning the approach to be used to meet the objectives of Title III - Project 2.1, see Appendix H, LSCA Title III Interlibrary Cooperation Grant Application Guidelines.

4. Geographic Location in SFY 1986 (LSCA FFY 1985 Carryover)

The geographic location of this project is the entire state.

3013.2A/III.3.1

PART IV, PROGRAM NARRATIVE
TITLE III - PROJECT 3.2
ESTABLISHING, EXPANDING, AND OPERATING LIBRARY NETWORKS
INTERLIBRARY LOAN AND REFERENCE REFERRAL NETWORK

1. Objectives and Need For This Assistance.

   a. Objective

   See Title I - Project 2.3, Interlibrary Loan and Reference Referral Network.

2. Results or Benefits Expected.

   See Title I - Project 2.3.

3. Approach.

   See Title I - Project 2.3.

4. Geographic Location.

   The location for this project is the entire state.

3013.2/III.3.2

PART IV, PROGRAM NARRATIVE
TITLE III - PROJECT 3.3
ESTABLISHING, EXPANDING, AND OPERATING LIBRARY NETWORKS
TEXAS UNION LIST OF SERIALS

1. Objectives and Need For This Assistance.

   a. Objective

   To provide statewide information about the location of library materials in Texas through the creation or expansion of bibliographic databases. (Goal 2, Objective 2.2, pp. 20-21 of the Long Range Plan for Statewide Library Development, 1986-88.)

   b. Need

   An analysis of the need for this project is provided in Chapter 4, pp. 43-44 of the Long Range Plan for Statewide Library Development, 1986-88.

2. Results or Benefits Expected.

   To profile the regional union lists and independent libraries on OCLC into one statewide union list of serials.

   To record 12,500 transactions, showing use of the Union List by Texas libraries.

   To produce microfiche copies of the Texas Union List for distribution to participating and non-participating libraries.

   To utilize an advisory committee to assist in the planning and implementation of this project.

3. Approach.

   Currently five groups of Texas libraries are using the OCLC Union List capability to develop and maintain their union lists of serials. In 1986, other groups of libraries may do the same. The Texas Union List has been profiled to merge all of these separate lists into one "superlist." This was accomplished without any additional inputting of serial records. These lists can be viewed by any OCLC member online. Off-line, microfiche products will enable non-members to participate. Once the libraries know what each other has, they can request it on interlibrary loan, they can send their patrons to nearby libraries and they can enter into cooperative collection development agreements.

TIMETABLE

September 1985: Review minigrant applications and award incentive funds.
October 1985: Libraries begin creating and updating union list records.
November 1985: TXUL Advisory Committee meeting.
January 1986: Revise and distribute minigrant guidelines.
March 1986: Work with AMIGOS and OCLC to order the off-line products.
April 1986: Distribute off-line product order forms to Texas libraries.
June 1986: Deadline for libraries to order the off-line products.
July 1986: OCLC will produce the off-line products.
August 1986: OCLC will deliver off-line products.

The number of serial records created will be monitored and used to judge the project's success. Other measures may also be examined (e.g., number of union list searches) if the information can be obtained from AMIGOS.

In addition to those libraries which apply for incentive funding, the libraries which participate in the following projects will be participants: AHE Union List, Abilene Library Consortium, CORAL Union List, East Texas College Consortium, and the West Texas Union List.

4. Geographic Location.

The geographic location for this project is the entire state.

3013.2/III.2.3

APPENDIX

Library Services and Construction Act

Title I

Establishment Grant Application Guidelines

Library Development Division
Texas State Library
January, 1986

Contents

Establishment Grant Guidelines

Page

I. Establishment Grants - Introduction 1

II. Criteria for Eligibility 1

III. Applicants not Qualified for Establishment Grants 3

IV. Grant Selection Criteria 4

V. Consulting Assistance 4

VI. Application Procedures 4

VII. Grant Application Documents 5

VIII. Second or Third Year Funding 6

  A. System Membership 7
  B. County Funding Formula 8
  C. Verification 8

IX. Examples of First and Second Year Establishment Grants 9

X. Project Administration and Management 11

- Uniform Grant and Contract Management Standards: A Procedures Manual 11
- Basic Cost Principles 11
- Allowable Costs 11
- Unallowable Costs 11
- Prior Approval Costs 12
- Obtaining Prior Approval 12
- Matching Standards 12
- Time and Attendance Records 12
- Record Retention 13
- Interest 13
- Indirect Costs 13
- Program Income 13
- Replacement of Local Funds 13
- Cash Depositories 13
- Financial Reporting 13
- Request for Advance or Reimbursement 14
- Financial Status Reports and Reporting Periods 14
- Budget Revision Procedures 14
- Performance Reports: Requirements 14
- Performance Reports: Due Dates 15
- Grant Close-Out Procedures 15
- Property Management 15

Table of Contents (Continued)

Establishment Grant Guidelines Page

- Procurement 15
- Audits 16
- Audit Appeals 17
- Disclaimer and Acknowledgement 17
- Copyrights Material 17

XI. Timetable 18

XII. Grant Application Documents and Instructions

- Appendix A Request for Consultation
- Appendix B Checksheet
- Appendix C Application for Assistance, Parts I, II, III, IV, V
- Appendix D HEW 441
- Appendix E County Librarian's Certificate
- Appendix F An Example of Assignment of Costs to Expense Categories
- Appendix G Outline of Criteria for System Membership
- Appendix H Indirect Cost Computation Table
- Appendix I Time and Attendance Report
- Appendix J Annual Report Form

Enclosure: Texas Library Systems Act and Rules and Regulations for Administering the Library Systems Act, 1985.

I. Establishment Grant Application Guidelines - Introduction

Goal

The basic goal of the Establishment Grant program is to aid in the establishment of a public library that will qualify as a member of the Texas State Library System, in a previously unserved county.

Definition

Unserved Counties are defined as:

Counties with no existing library service, or

Counties served by public libraries that have not expended local city and/or county tax support for a period of three years.

Grant Amount

Establishment Grant recipients will receive a dollar-for-dollar match of funds appropriated for the library from local tax sources, or $20,000; whichever is greater.

Period of the Grant

Establishment Grants may extend for up to three (3) years subject to annual reapplication by the subgrantee and approval by the Texas State Library.

II. Criteria for Eligibility

Introduction

The newly established library must satisfy the criteria outlined in this grant application packet and in the attached Texas Library Systems Act and Rules for Administering the Library Systems Act, 1985.

Definition

Standards or criteria for system membership must be met before a library may be accredited and eligible for an Establishment Grant. A newly established library may be deficient in two of the Rule 1.81, Criteria for System Membership, at the time of the grant award. (Appendix H)

Criteria

The following requirements must be satisfied without exception:

- The newly established library must provide free library service to county residents. (Rule 1.72)

Criteria (cont'd.)

- The proposed new library must be legally established as a department of a city or county government by charter, resolution, or ordinance; or by contract as provided for in the Interlocal Cooperation Act, Article 4413 (32c), V.A.C.S.; or as a non-profit corporation chartered by the Secretary of State for the purpose of providing free library service (Rule 1.73). An incorporated public library must contract with the county to receive financial support as described in Section VII, page 5.
- The library must have minimum local expenditures or a current local operating budget as outlined in Rules 1.74, 1.81, and 1.82 of the Texas Library Systems Act and Rules for Administering the Library Systems Act.
- The county librarian of the newly established library must satisfy the requirements necessary to receive a County Librarian's Certificate. (Rule 1.78)
- The library must have a telephone with a listed number. (Rule 1.83)
- The county must agree to appropriate and expend county funds in cash or in-kind to support the newly established library during the local fiscal year in which the grant is received, and in accordance with the funding formula discussed in the following sections. It is important to note that the grant year is September 1 to August 31. For the purposes of a first year grant application, the local appropriations will be determined by the information provided on the Annual Report form submitted with the application. For second and third year applications, this information must be provided in the narrative section of the application.

First Year Grant

- In the local fiscal year in which the first grant is received, the county must appropriate and expend $ .75 per capita or $2,500, whichever is greater.

Second Year Grant

- In the local fiscal year in which the second grant is received, the county must appropriate and expend $1.00 per capita or $2,500, whichever is greater.

Third Year Grant

- In the local fiscal year in which the third grant is received, the county must appropriate and expend $1.20 per capita or $2,500, whichever is greater.

Population Served

For purposes of determining the required county financial contribution, all persons residing in the county must be counted.

Population Served (cont.) County population will be based on the most recent decennial census or official population estimate of the U.S. Department of Commerce, Bureau of the Census, if available.

Verification An Establishment Grant will not be awarded until the Texas State Library receives written verification, in the form of an approved budget, that the required amount of funds for the first year ($ .75 per capita) has been appropriated by the county.

III. Applicants Not Qualified For Establishment Grants

Introduction Establishment Grants will not be awarded to applicants who are unable to meet the criteria for system membership or county financial support.

Funding Requirements County financial support for the establishment of the new library must be appropriated and expended in accordance with the funding formula described in Section II., page 2.

Library Services Currently Available If local library service is currently available to county residents and has been supported by local city and/or county taxes anytime within the three years prior to application for an Establishment Grant, the applicant is not eligible for the Establishment Grant. This prohibition does not apply to libraries applying for second and third year Establishment Grants, or to libraries having unsuccessfully applied for a first year Establishment Grant.

Cannot Qualify for System Membership If the newly established library is not able to qualify for system membership, the grant will not be awarded.

The library may be provisionally accredited as a system member. However, the library may not be provisionally accredited for more than three years after the library has been designated as a system member. (Rule 1.93)

Minimum Budget A library must have minimum local expenditures of $5,000 or a current operating budget of $5,000. (Rule 1.74 and 1.82)

However, the library's budget should be based on system membership criteria for per capita support (Rule 1.81) and the county funding formula ($.75 x per capita).

IV. Grant Selection Criteria

Introduction Establishment Grants are awarded on a competitive basis. A number of factors will be considered, including, but not necessarily limited to, the selection criteria outlined below.

Selection Criteria

- County financial support and system membership.
- Qualifications of personnel responsible for managing the grant.
- Prospects for continued county financial support.
- Quality of the application and project planning.

Comment The Texas State Library reserves the right, based on an assessment of the above criteria, to decline to award available grant funds to eligible libraries submitting grant applications even if the available funds for this program ultimately go unawarded.

V. Consulting Assistance

Introduction Consulting assistance is available during the grant application period from the system coordinator in your region and from Jim Scheppke (512) 475-4119 at the Texas State Library. Jim Scheppke will be available for on-site visits. You are strongly encouraged to consult with him during the time you are preparing your grant application to identify and resolve problems early in the process and increase the chances of having your grant approved. For the applicant's convenience, a Request for Consultation form is included with these guidelines.

Request for Consultation The attached Request for Consultation must be signed by the County Judge. This request confirms the intent to apply and the intent of the county to provide sufficient county funds to satisfy grant requirements.

Due Date Request for Consultation is due at the Texas State Library on or before April 1. Other required documents are to be submitted by June 1.

VI. Application Procedures

Introduction Applications will be mailed to requesting libraries by January 31. All applicants intending to apply for an Establishment Grant should return the Request for Consultation on or before April 1.

Introduction (cont'd.)

Completed applications are due at the State Library on or before June 1; notification of grant awards will be made by August 1.

Inadequate Application Procedures

If an Application for Assistance is judged inadequate, the application will not be approved and will be returned with deficiencies noted.

Applicants who are not approved will have an additional 30 days to remedy the deficiencies identified by the State Library, provided that grant funds are still available.

Reapplication

Applicants who fail to receive a grant may reapply in the following year. Reapplications for initial funding will be subject to the requirements and judged by the criteria pertaining to the first year of a possible three year grant.

Local Tax Support Criteria

If the reapplication was made in the year following the initial application, local tax support received during the period of the original grant application would not disqualify the applicant from reconsideration as indicated in Section III, "Applicants Not Qualified for Establishment Grants."

Project Schedule

State Library contracts validating the grant agreements will be mailed by August 15. Applicants who were not initially approved by August 1, but are subsequently accepted, will receive their contracts somewhat later. Projects will run concurrently with the state fiscal year, September 1 through August 31.

Detailed Timetable

For more information regarding the project's timetable, Section XI. of these guidelines contains a detailed schedule.

VII. Grant Application Documents

Introduction

A newly established library must submit the documentation described in the following section by June 1.

Documentation

Legal establishment document as a city, county, inter-local cooperative, or or incorporated library.

Contracts with the county, city, or school district, as appropriate. (see p. 6)

Documentation (cont'd)

- Application for Assistance (Appendix C)
  1. Standard 424 Form (face sheet)
  2. Project Approval Information
  3. General Budget Data
  4. Standard Assurances
- Annual Report Form (Appendix J)
- HEW-441 Form (Appendix D)
- Application for County Librarian's Certification (Appendix E)

Required Contracts

If the library is established as a	Then...
city library	a contract between the city and county must be submitted.
county library receiving municipal funding	a contract between the county and city (cities) must be submitted.
inter-local cooperative library	contract(s) establishing the inter-local cooperative.
non-profit library receiving county, municipal, or school district funding	contracts between the non-profit library, county, city (cities), or school district(s) must be submitted

VIII. Second or Third Year Funding

Introduction

Libraries successfully meeting the requirements of the Establishment Grant may apply for a second or third year grant.

Grant Amount

Second or third year funding will be awarded on the same basis as first year funding (see Section 1, page 1).

Reapplication Process: Second or Third Year Grants

The reapplication process includes the following:

- Request for Consultation is due at the State Library by April 1.
- Completion of the Application for Assistance, Standard Form 424, signifies the formal reapplication for a second or third year grant award and is due at the State Library by June 1.

Reapplication Process: Second or Third Year Grants

- An itemized budget must be submitted which identifies anticipated expenditures of LSCA, county, and other local funds. The projected expenditure of county funds must reflect the increased funding level of $1.00 per capita for second year funding and $1.20 per capita for third year funding.
- An updated job description of project personnel. The head librarian must continue to have a current County Librarian's Certificate. If a new person assumes the responsibilities of head librarian after initial approval of the grant award, he or she must either have, or apply for and satisfy the requirements necessary to receive a County Librarian's Certificate.

Criteria

To qualify for second and third year funding, the library must also continue to satisfy:

A. system membership criteria
B. county funding formula
C. verification of expenditures

A. System Membership Criteria for Second or Third Year Grants

Introduction

Grant and system membership requirements will be based on expenditures in the local fiscal year.

Qualifications

As noted in Section II, page 1 of these guidelines, the library may be deficient in two of the Rule 1.81 criteria, but must satisfy, without exception, the following requirements:

- Free library service.
- Minimum local operating expenditures and maintenance of effort.
- Minimum support from local tax sources.
- County Librarian's Certification.
- Public telephone.

Additional Information

For complete information on system membership requirements, refer to the enclosed Texas Library Systems Act and Rules for Administering the Library Systems Act, call the system coordinator in your area, or Jim Scheppke at the Texas State Library (512) 475-4119. An outline of key system membership criteria is included in Appendix G of the grant packet.

B. County Funding Formula for Second and Third Year Grants

Introduction To qualify for the second or third year Establishment Grants, counties must continue to appropriate and expend county funds in cash or in-kind contributions in support of the library.

Second Year The County must appropriate and expend during the second year of the Establishment Grant, $1.00 per capita or $2,500 whichever is greater.

Third Year In the third year, the County must appropriate $1.20 per capita or $2,500, whichever is greater.

C. Verification of County Expenditures

Introduction Second and third year Establishment Grant funding will be subject to verification that appropriated county funds were actually expended for the purposes of the grant at the required expenditure level.

- $ .75 per capita during the first year.
- $1.00 per capita during the second year.

Annual Report The Annual Report, which is due on March 1, will be used to verify the level of expenditures of county funds for the preceding year.

Audit Accuracy of the Annual Report will be subject to subsequent independent audit verification of local library expenditures. Grant recipients should keep careful accounting records of all local expenditures.

If local expenditure levels for the preceding year fall below the required level, the current year grant will be terminated. All funds received under this grant must be refunded to the State Library.

An audit report of grant and local library funds is due to the Texas State Library no later than 180 days following the close of the county fiscal year. (See Section X. Project Administration and Management: Audits)

In-Kind Contributions In-kind local contributions, if claimed, will also be subject to an independent audit verification.

IX. Examples of First and Second Year Establishment Grants

Introduction

The following two examples illustrate the interrelationship of various qualifications for the Establishment Grant and system membership.

Example One: First Year Establishment Grant

County X is an unserved county with a population of 6,939. The County applies for an Establishment Grant and provides the following information about its newly established library.

- The library collection contains 2,800 books.
- A librarian is employed part-time to manage the new library which is opened Mondays through Thursdays from 2-6 and Saturdays from 9-1 (20 hours a week).
- The newly hired librarian qualifies for county librarian's certification and is present at the library whenever it is open to the public.
- The library has a telephone with a listed number and provides free library service to all county residents.
- The county appropriates $5,500 in support of the library. This amount includes all anticipated expenditures.

Does the Library Qualify for System Membership?

Yes. The library is deficient in only two criteria for its population grouping of less than 10,000. (See Rule 1.81(6) on page 20 in Rules for Administering the Library Systems Act or Appendix G in the grant packet.)

- The library has only 2,800 library materials (books); the minimum requirement is 7,500
- Although more than $5,000 in local tax funds are appropriated, $1.20 per capita is required for system membership ($1.20 x 6,939 = $8,327). Consequently the library is deficient in this criterion.
- Since the library will be open for a total of 20 hours per week, this criterion is satisfied.
- The library has a qualified staff member with a County Librarian's Certificate employed for a minimum of 20 hours per week. This criterion is also satisfied.

Conclusion

The library can qualify for provisional accreditation in the System because it satisfies the mandatory criteria and is only deficient in two criteria under Rule 1.81.

Examples of First and Second Year Establishment Grants, Continued

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Is the Library Eligible for an Establishment Grant?

Yes. In addition to satisfying the system membership criteria discussed above, the library satisfies the first year requirement for county funding, $.75 per capita ($5,204). The county has appropriated $5,500 in county funds. Therefore, the county has met the funding requirement for the Establishment Grant

---

Example Two: Assume the same population and background data as in Example 1.

Annual Report

At the end of the first year of operation, the library files an Annual Report indicating the following information:

- Local Expenditures

County Funds	$5,000
City Funds	3,500
Total Local Expenditures:	$8,500

- Total library materials added to the collection: 5,100

Total library materials added to the collection:	5,100
Library materials in the Collection:	2,800
Total Library Materials	7,900

System Membership Criteria

The library can now qualify for full system membership since the two deficient criteria are removed. The $8,500 of local expenditures is equal to $1.22 per capita which meets the minimum criteria of $1.20 per capita. Since the library contains 7,900 books, it also satisfies the criteria for 7,500 library materials.

County Funding Formula Deficiency

However, the actual county expenditures are only $5,000 or $.72 per capita ($5,000 ÷ 6,939 = $.72) as opposed to the budgeted expenditures ($.75 per capita) given at the time of the initial grant application.

Although Library X is now a fully qualified system member, the Establishment Grant would be terminated in the middle of the second year because of the failure to satisfy the county financial support requirement in the first year.

X. Project Administration and Management

Introduction

In accepting the Establishment Grant, the subgrantees will be responsible for managing and administering the grant project in accordance with the Uniform Grant and Contract Management Standards.

Guide to Uniform Grant and Contract Management Standards: A Procedures Manual

The Library Development Division of the Texas State Library has prepared a *Guide to Uniform Grant and Contract Management Standards: A Procedures Manual* for the purpose of orienting subgrantees to the reporting, financial, contractual, and auditing requirements of the Texas State Library grants.

All recipients of Texas State Library grants will receive a copy of the *Procedures Manual*.

Summary

The following information summarizes the grantees responsibilities in administering Establishment Grants.

Basic Cost Principles

Office of Management and Budget Circular A-87 "Costs Principals for State and Local Governments" sets forth the guidelines and policies governing costs applicable to grants with state and local governmental units.

Allowable Costs

Any cost which meets the allowability criteria listed in the *Procedures Manual* on page 2 is an *allowable cost*.

Unallowable Costs

An *unallowble cost* is any cost which cannot be charged to the grant. These costs include:

- BAD DEBTS
- CONTINGENCIES
- CONTRIBUTIONS AND DONATIONS
- ENTERTAINMENT
- FINES AND PENALTIES
- GOVERNOR'S EXPENSES
- INTEREST AND OTHER FINANCIAL COSTS
- LEGISLATIVE COSTS
- UNRECOVERY OF COSTS UNDER GRANT AGREEMENTS - any excess costs for one grant agreement is not chargeable to another grant agreement

Prior Approval Costs

Prior approval cost is a cost for which the grantee must obtain the prior written permission of the Texas State Library. These include:

- AUTOMATIC DATA PROCESSING
- BUILDING SPACE AND RELATED FACILITIES
  - a) rental costs
  - b) maintenance
  - c) rearrangements and alterations
  - d) depreciation and use allowance on publicly owned buildings
  - e) occupancy of space under rental-purchase or a lease with option to purchase
- CAPITAL EXPENDITURES
- INSURANCE AND INDEMNIFICATION
- MANAGEMENT STUDIES
- PREAGREEMENT COSTS
- PROFESSIONAL SERVICES
- PROPOSAL COSTS

Obtaining Prior Approval

Itemize all costs that require prior approval in the Application for Assistance, Section F - Other Budget Information - Item 23 under Remarks. Prior approval of these costs, if granted, will be included in the grant contract. During the grant year, subgrantees may request prior written permission from the State Library for prior approval of costs not listed in the contract. If approval is granted, the contract will be amended accordingly.

Matching Standards

Matching support may be in the form of cash or in-kind services. Those claiming matching funds should document their calculations of in-kind contributions. Volunteer services may be counted as cost sharing or matching if the service is an integral and necessary part of an approved program. Time and attendance records must be kept if the services are to be considered part of the cost sharing or matching support.

Time and Attendance Records

The subgrantee must retain time and attendance records for reimbursement of personnel services. Reimbursement of prorated personnel services may be charged to the grant account if the percentage of time expended on the grant program is clearly specified on the time and attendance records. Where sub-grantees do not have an established method to document time and attendance records, Form 391-1 should be used. (Appendix I).

Record Retention

The subgrantee must maintain financial records and other evidence pertaining to all costs incurred and revenues or other applicable credits in accordance with generally accepted accounting principles. Records must be retained for a period of five years and shall be made available to the Secretary of Education and the Comptroller General of the United States and the State of Texas or their duly authorized representatives for the purpose of audit and examination of any books, documents, papers and records of the subgrantee at all reasonable times during the five year retention period.

Interest

Interest earned on LSCA grant funds at the subgrantee level shall be refunded to the Texas State Library.

Indirect Costs

If a subgrantee has an indirect cost plan or cost allocation plan on file, the subgrantee may be reimbursed for indirect costs based on the approved rate. However, if there is no plan currently in effect, the subgrantee may use a lump sum for overhead based on the Indirect Cost Computation Table. (See Appendix H.)

Program Income

Program income is defined as gross income earned by the grantee from grant supported activities. Program income must be added to grant funds and reported on the quarterly Financial Report, Form 269. All program income must be expended or obligated by the end of the grant period, August 31.

Replacement of Local Funds

The library must not use monies received under this grant to replace local funds during the period of the grant. If the library replaces local funds, the grant will be suspended.

Cash Depositories

Grant funds must be deposited in a bank with FDIC insurance coverage and any balances exceeding FDIC coverage must be collaterally secure. Consistent with the national goal of expanding opportunities for minority business enterprises, subgrantees are encouraged to use minority banks.

Financial Reporting

Subgrantees are required to periodically provide the following financial reports to the Texas State Library.

- The Financial Status Report (Form 269)
- The Supplemental Financial Status Report (Form 269a)
- Request for Advance or Reimbursement (Form 270)

Request for Advance or Reimbursement

The Request for Advance or Reimbursement (Form 270) is to be used by the subgrantee to request grant payment to cover project expenses for an appropriate period of time. Subgrantees are encouraged to request payments at least monthly.

Financial Status Reports

Financial Status Reports (Forms 269 and 269a) must be submitted to the Texas State Library according to the following schedule:

Reporting Period	Reports Due
September 1 - November 30	December 31
December 1 - February 29	March 25
March 1 - May 31	June 25
June 1 - August 31	September 25
September 1 - November 30	December 31

Budget Revision Procedures

Subgrantee must submit, in writing, a request for a budget revision when:

- Cumulative transfer(s) of funds among direct cost categories exceed five percent (5%) of the total budget.
- An expenditure of grant funds involves a cost requiring prior approval.

Such changes, if approved, will require modification of the original contract through a letter of amendment signed by the subgrantee official and the appropriate Texas State Library official. Changes in the scope or objectives of a project must be approved by the Texas State Library through a letter of concurrence.

Performance Reports: Requirements

Subgrantees must also submit two program evaluation reports on forms provided by the Texas State Library. Performance measures should be based on the measurable objectives stated in the grant application.

These reports must include:

- Progress made toward attaining objectives as outlined in the approved grant application.
- Revised and up-dated goals and objectives.
- Major activities and an assessment of the program's success.
- Organizational and operational programs encountered.
- Identification of services to the disadvantaged, i.e., unemployed, illiterate, teenagers, elderly or other groups that may be culturally, socially, economically or educationally disadvantaged.
- Other standard statistical reports required by the Texas State Library.

Performance Reports: Due Dates

Performance Reports are due at the State Library according to the following schedule:

Reporting Period	Report Due
September 1 - February 28	March 25
March 1 - August 31	September 25

Grant Close-Out Procedures

All funds must be expended and/or obligated by August 31, the project's ending date. All obligations are to be liquidated by November 30. The final audit is due at the Texas State Library 180 days following the close of the county fiscal year. The final evaluation report is due at the Texas State Library on September 25. OMB Circular A-102, Attachment L, and the Guide to Uniform Grant and Contract Management Standards (pp. 52-53) give additional guidelines.

Property Management

Property can only be acquired if provided for in the grant agreement or in a budget revision. The following guidelines summarize the major rules governing property management.

Property Management

- Each project must maintain and submit an inventory of all nonexpendable personal property having a unit acquisition cost of three hundred dollars ($300) or more and having a useful life of more than one year. Reports should be filed within 30 days of property receipt.

- All personal property, which includes equipment and library materials acquired with funds from this grant and having a unit acquisition cost of one thousand dollars ($1,000) or more, shall become the property of the Texas State Library should the library cease to be a system member library.

- All proposed equipment purchases must have prior approval by the Texas State Library. Proposed equipment purchases must be listed in the application.

- Use and disposition of all property acquired under the grant will be in accordance with OMB Circular A-102, Attachment N, and Texas statutes regarding property accounting. This topic is discussed on page 57 of the Guide to Uniform Grant and Contract Management Standards.

Procurement

The grantee's existing procedures for procurement of supplies, equipment and services will be acceptable, providing that they conform to OMB Circular A-102, Attachment O. This topic is addressed in more detail in the Guide to Uniform Grant and Contract Management Standards, pp. 60-62.

Audits

Counties receiving Establishment Grants must submit an audit report which shows:

- grant funds received and expended
- local library funds received and expended

The audit verifies that grant funds were expended and/or obligated as of August 31, in accordance with the terms of the contract, and that all obligations were liquidated by November 30.

The audit report also shows local library funds expended and verifies that these local expenditures satisfy grant requirements.

The audit report must separate grant funds from local library balances and expenditures.

Single Audits

All counties receiving Texas State Library grants must submit a single audit.

A single audit includes all funds received "directly from federal agencies as well as those federal and state funds received through state agencies."

The audit shall be done in accordance with Title I, Section 5.167 of the Texas Administrative Code (TAC), Attachment P, OMB Circular A-102.

Due Date

The audit report is due at the State Library 180 days following the close of the county's fiscal year.

Expenses

The cost of auditing grant and local library funds is allowable if provided for in the contract.

Accountant

All audits must be conducted by an independent certified accountant or a public accountant licensed by the Texas State Board of Public Accountancy.

Audit Exceptions

Any audit exceptions will result in grant refunds to the Texas State Library.

If local library expenditures for the preceding year fall below the required level, the current grant will be terminated. Therefore, the county will be required to return all grant funds received under the current grant to the Texas State Library.

Audit Appeals

If a subgrantee wishes to appeal an audit exception, the procedure outlined in Rule 1.122 of the *Rules for Administering the Library Systems Act* should be followed.

Disclaimer and Acknowledgements

Any publication or presentation resulting from or primarily related to the work conducted under this contract shall contain the following disclaimer:

- The activity which is the subject of this report was supported in whole or in part by the U.S. Department of Education. However, the opinions expressed herein do not necessarily reflect the position or policy of the U.S. Department of Education and no official endorsement by the U.S. Department of Education should be inferred.

Promotional materials, bibliographies, and other such short pieces should give the following acknowledgement:

- Published with funds granted under the Library Services and Construction Act, Title I (P.L. 84-597, as amended).

Copyrights Material

If this project produces copyrightable material, the subgrantee is free to copyright the work but the Texas State Library reserves a royalty-free, non-exclusive, and irrevocable license to reproduce, publish or otherwise use and to authorize others to use the work for government purposes.

XI. Timetable For a 3 Year Grant.

Application Guidelines Mailed to Requesting Libraries	January 1, 1986
Request for Consultation due at Texas State Library	April 1, 1986
Grant Application Due at Texas State Library	June 1, 1986
Approval of Grant Awards by Texas State Library and Archives Commission. Notification of Grant Awards Made to All Applicants	August 1, 1986
Contracts Mailed to Grant Recipients	August 15, 1986
Project Start-Up Date	September 1, 1986
Application Guidelines Mailed to Requesting Libraries	January 1, 1987
Request for Consultation Due at the Texas State Library	April 1, 1987
Reapplication for Second Year Grant Award due at Texas State Library	June 1, 1987
Approval of Second Year Grant Award by Texas State Library and Archives Commission	August 1, 1987
Contracts for Second Year Grant Award Mailed to Eligible Recipients	August 15, 1987
All Grant Funds from First Year of Grant Award Expended and/or Encumbered	August 31, 1987
Second Year Project Start-Up Date	September 1, 1987
All Encumbrances to be Liquidated First Year Contract	November 30, 1987
Application Guidelines Mailed to Requesting Libraries	January 1, 1988
Request for Consultation Due at the Texas State Library	April 1, 1988
Reapplication for Third Year of Grant Award due at Texas State Library	June 1, 1988
Approval of Third Year of Grant award by Texas State Library and Archives Commission	August 1, 1988
Contracts for Third Year Grant Award Mailed to Eligible Recipients	August 15, 1988

• All Grant Funds from Second Year Grant Award Expended and/or Encumbered	August 31, 1988
• Third Year Project Start-Up Date	September 1, 1988
• All Encumbrances to be Liquidated Second Year of Contract	November 30, 1988
• Application Guidelines Mailed to Requesting Libraries	January 1, 1989
• Request for Consultation Due at the Texas State Library	April 1, 1989
• All Grant Funds from Third Year Grant Award Expended and/or Encumbered	August 31, 1989
• All Encumbrances to be Liquidated Third Year Contract	November 30, 1989
• Independent Audits of Grant and Local Library Funds Due to the Texas State Library 180 Days Following the Close of the County Fiscal Year.	

DELTA COUNTY PUBLIC LIBRARY
ESTABLISHMENT GRANT
STATE FISCAL YEAR 1986
ABSTRACT

The goal of the third year establishment grant project will be to continue to build the library's collections and services, to provide materials current and future residents request and use, and to offer additional programs. In meeting this goal the library will increase the number of books in the collection to 7,500 using grant funds and local funds, with special emphasis on children's and young adult books, and genealogy, local history and Texana materials. Programs will be undertaken to provide large print books to residents of local nursing homes, and to provide adult education assistance, including GED pre-testing, in the library.

A second film projector will be purchased to facilitate film showings for special groups, including nursing home residents. Purchase of a microcomputer with grant funds will provide access to residents who otherwise would not have the opportunity to experience this new technology. The microcomputer will also allow students to further their learning when access to school computers is not possible.

JS:mt
3011.3/DELTA

OLDHAM COUNTY PUBLIC LIBRARY
ESTABLISHMENT GRANT
STATE FISCAL YEAR 1986
ABSTRACT

The goal of the first year grant project is to initiate public library services in Oldham County. On April 29, 1985 a bond election to build a library facility was successful. Construction will begin in the fall of 1985 on a 5,000 square foot facility. When the building is completed in the spring of 1986, service will begin.

The objective for grant funding is to purchase books for the new library. Approximately 30% of the funds will be expended for children's books, 30% for adult reading materials, and 40% for reference books. Books will be purchased and will be fully cataloged by the end of the year. Assistance in book selection will be provided by the Texas Panhandle Library System and the Amarillo Public Library.

JS:mt
3011.3/OLDHAM

ZAPATA COUNTY PUBLIC LIBRARY
ESTABLISHMENT GRANT
STATE FISCAL YEAR 1986
ABSTRACT

The goal of a third-year grant for the library will be to better meet the needs of special groups in the community, particularly those who need and enjoy Spanish language materials, those who require computer literacy skills, and for the youth of Zapata County.

In order to meet this goal the library plans to use grant funds and local funds to support adult education programs, classes to learn Spanish and to learn English, twice monthly. Six hundred Spanish language and bilingual education materials will be added to the collection.

Eight programs for adults will be sponsored on the history and development of Zapata County. In addition, the library will register 125 new adult borrowers during the grant year. To enhance services to youth, the library will sponsor a summer film program, add 600 volumes of appropriate materials, and register 75 new young adult patrons. Finally, to provide the public the opportunity to gain computer literacy skills, a public access microcomputer will be purchased with grant funds, and instruction will be provided to the public in its use.

JS:mt
3011.3/ZAPATA

LIBRARY SERVICES AND CONSTRUCTION ACT

TITLE I

INCENTIVE GRANT APPLICATION GUIDELINES

Library Development Division
Texas State Library
January, 1986

Contents

Incentive Grant Guidelines — Page

I. Incentive Grants - Introduction 1

II. Criteria for Eligibility 2

III. Applicants not Qualified for Incentive Grants 4

IV. Grant Selection Criteria 4

V. Consulting Assistance 5

VI. Application Procedures 6

VII. Grant Application Documents 6

VIII. Second or Third Year Funding 7

- A. System Membership 8
- B. County Funding Formula 8
- C. Verification 9

IX. Examples of First and Second Year Incentive Grants 9

X. Project Administration and Management 12

- Uniform Grant and Contract Management Standards: A Procedures Manual 12
- Basic Cost Principles 12
- Allowable Costs 13
- Unallowable Costs 13
- Prior approval Costs 13
- Obtaining Prior Approval 13
- Matching Standards 14
- Time and Attendance Records 14
- Record Retention 14
- Interest 14
- Indirect Costs 14
- Program Income 14
- Replacement of Local Funds 15
- Cash Depositories 15
- Financial Reporting 15
- Request for Advance or Reimbursement 15
- Financial Status Reports and Reporting Periods 15
- Budget Revision Procedures 15
- Performance Reports: Requirements 16
- Performance Reports: Due Dates 16
- Grant Close-Out Procedures 16
- Property Management 17
- Procurement 17

Table of Contents (Continued)

Incentive Grant Guidelines Page

- Audits 17
- Audit Appeals 18
- Disclaimer and Acknowledgement 18
- Copyrights Material 19

XI. Timetable 20

XII. Grant Application Documents and Instructions

- Appendix A Request for Consultation
- Appendix B Checksheet
- Appendix C Application for Assistance, Parts I, II, III, IV, V
- Appendix D HEW 441
- Appendix E County Librarian's Certificate
- Appendix F An Example of Assignment of Costs to Expense Categories
- Appendix G Worksheet for the Incentive Grant
- Appendix H Outline of Criteria for System Membership
- Appendix I Indirect Cost Computation Table
- Appendix J Time and Attendance Report
- Appendix K Sample Budget Form
- Appendix L Project Evaluation Report Form
- Appendix M Annual Report Form

Enclosure: Texas Library Systems Act and Rules and Regulations for Administering the Library Systems Act, 1985.

I. Incentive Grant Application Guidelines - Introduction

Purpose

Incentive Grants are for two or more public libraries joining together to form a larger unit of service which will qualify for membership in the Texas Library System. This unit can be no smaller than a county but does not have to include all public libraries in the county.

Definitions

There are two types of library systems which result from cooperative agreements among libraries:

- Consolidated library system in which two or more public libraries relinquish their autonomy in order to become a single library unit under a single governing authority. One library is designated as the central library and the other libraries become branches.

  The central library assumes responsibility for and control over the governance and finances of all branch libraries of the new system. Since the new system is a single legal entity, no contractual agreements are required between the member libraries. In this type of system, the director of the central library will also be the county coordinator.

- Federated library system in which two or more public libraries retain their local autonomy, governance, and finances, but agree to participate through contractual agreements in the federation of libraries.

  A headquarters is established, and a county coordinator is employed to coordinate the planning and delivery of services to member libraries.

  A federated library system may include public libraries within a single county or multi-county area.

Grant Amount

The amount of the Incentive Grant award is $20,000 for one state fiscal year, September 1 to August 31.

Period of the Grant

Incentive Grants may extend for up to three (3) years subject to annual reapplication by the subgrantee and approval by the Texas State Library.

II. Criteria for Eligibility

Introduction

Incentive grants may be awarded when two or more libraries agree to join together.

Criteria

The following criteria and conditions must be satisfied:

- The resulting library system must meet the criteria outlined in these guidelines and in the attached Rules and Regulations of the Library Systems Act.
- The applying library system must meet the local maintenance of effort, and minimum per capita income requirements for membership in a Major Resource System. Rule 1.74 of the enclosed Rules and Regulations addresses local maintenance of effort and minimum income requirements, and Rule 1.81 details per capita requirements.

  The applying library system may be deficient in one of the criteria cited in Rule 1.81. It must, however, satisfy Rule 1.74, local maintenance of effort and minimum income requirements.
- The county must be a participant in the resulting library system either as the governing authority or as a contracting party. If it is the governing authority, it may not delegate its responsibility for administering the grant to any other entity, such as a library board.
- The county must agree to appropriate and expend county funds, in cash or in-kind, to support the newly established library system for the duration of the grant in accordance with the county funding formula discussed in the following section.

First Year Grant

- During the first year of the grant, the county must appropriate and expend $.75 per capita or $2,500, whichever is greater.

Second Year Grant

- During the second year of the grant, the county must appropriate and expend $1.00 per capita or $2,500, whichever is greater.

Third Year Grant

- During the third year of the grant, the county must appropriate and expend $1.20 per capita or $2,500, whichever is greater.

Population Served

For purposes of determining the required county financial contribution, all persons residing in the county must be counted, regardless of the immediate areas served by the participating libraries. County population will be based on the most recent decennial census or official population estimate of the U.S. Department of Commerce, Bureau of the Census.

County Coordinator

The county coordinator must occupy a separate position with responsibility for planning and programming county-wide services and must dedicate, on a continuing basis, a minimum of twenty hours per week to these responsibilities. The person occupying this position may not have full-time or part-time responsibilities as an employee of one of the participating libraries.

It is recommended that county and other local funds be used to pay the salary of the county coordinator. The county coordinator must have a County Librarian's Certificate.

Verification

An Incentive Grant will not be awarded until the Texas State Library receives written verification, in the form of a proposed operating budget, that the required amount of funds ($.75 per capita) has been appropriated by the county.

Approval of second and third year funding will be subject to verification that appropriated county funds were actually expended for the purposes of the grant at the required expenditure level, i.e., first year at $.75 per capita; second year at $1.00 per capita, and third year at $1.20 per capita.

Examples of Library Systems

The following are examples of Library Systems eligible for an Incentive Grant:

- Four municipal public libraries within a county federate into a library system which is established and administered by the county. An advisory library board may be appointed to advise in the operation of the county system.
- The county establishes and administers a county library system comprised of the county headquarters library and two branch public libraries. This is an example of a consolidated library system since the public libraries are no longer legally autonomous but are branches of the county library.

Criteria for Eligibility, Continued

Examples of Library Systems (cont'd)

- Three municipal public libraries and the county library federate into a library system which is governed by a board with powers set forth in contractual arrangements under the authority of the Interlocal Cooperation Act. Contracts between the cities, the county and the governing authority also specify the services and responsibilities of the library system.

- An existing county library system contracts with a neighboring county to form a multi-county federated library system. This federated library system may be administered and established by a governing board under the Interlocal Cooperation Act and is eligible to apply for an Incentive Grant.

III. Applicants Not Qualified For Incentive Grants

Introduction

Incentive Grants will not be awarded to applicants under the following conditions:

- County participation is lacking.

- County funding is lacking or has decreased from the preceding year. County funds have not been appropriated and expended in accordance with the funding formula described in Section II, p. 2.

- A public library becomes a branch of an existing library as a result of the annexation of property.

- A public library contracts with another existing public library for the provision of services (such as centralized cataloging and processing of library materials, etc.), but does not establish a joint governing authority, i.e., the county commissioners court and advisory county library board or a joint governing board established under the Interlocal Cooperation Act.

- A consolidated or federated library system already exists in the county. This prohibition does not apply to library systems which received a FY 1984 Incentive Grant.

- There is only one operating library that exists in the county.

IV. Grant Selection Criteria

Introduction

Incentive Grants are awarded on a competitive basis. A number of factors will be considered including, but not necessarily limited to the criteria listed below.

Grant Selection Criteria, Continued

Selection Criteria	• Meeting the grant requirements for county financial support and system membership. • Qualifications of personnel responsible for managing the grant. • Prospects for continued county financial support. • Quality of the narrative proposal and project planning. • Evidence of cooperation among participating libraries of the proposed system.
Priority	Priority will be given in the awarding of Incentive Grants to library systems that will serve populations of 100,000 or less.
Comment	The Texas State Library reserves the right based on an assessment of the above criteria to refuse to award funds to eligible libraries submitting grant applications even if the available funds for this program ultimately go unawarded.

V. Consulting Assistance

Introduction	Consulting assistance is available during the grant application period either from the system coordinator in your region or from Jim Scheppke (512)475-4119 at the Texas State Library. Jim Scheppke will be available for on-site visits. You are strongly encouraged to consult with him during the time you are preparing your grant application to identify and resolve problems early in the process and increase the chances of having your grant approved. For the applicant's convenience, a Request for Consultation is included in these Guidelines.
Request for Consultation	Request for Consultation must be signed by the County Judge. This request confirms the intent to apply and the intent of the county to provide sufficient county funds to satisfy grant requirements. It must include the names of the participating libraries in the proposed system.
Due Date	Request for Consultation is due at the Texas State Library on or before April 1. Other required documents are to be submitted with the formal grant application by June 1.

VI. Application Procedures

Introduction

Applications will be mailed to requesting libraries by January 31. All applicants intending to apply for an Incentive Grant should return the Request for Consultation on or before April 1. Completed applications are due on or before June 1; and notification of grant awards will be made by August 1.

Inadequate Application Procedures

If an Application for Assistance is judged inadequate, the application will not be approved and will be returned with deficiencies noted.

Applicants who are not approved will have an additional 30 days to remedy deficiencies identified by the State Library, provided that grant funds are still available.

Reapplication

Applicants who fail to receive a grant may reapply in the following year. Reapplication for initial funding will be subject to the requirements and judged by the criteria pertaining to the first year of a possible three-year grant.

Local Tax Support Criteria

If the reapplication was made in the year following the initial application, local tax support received during the period of the original grant application would not disqualify the applicant from reconsideration as indicated in Section III, "Applicants Not Qualified for Incentive Grants," p. 4.

Project Schedule

State Library contracts validating the grant agreements will be mailed by August 15. Applicants who were not initially approved by August 1, but are subsequently accepted, will receive their contracts somewhat later. Projects will run concurrently with the state fiscal year, September 1 through August 31.

Detailed Timetable

For more information regarding the project's timetable, Section XI of these Guidelines contains a detailed schedule.

VII. Grant Application Documents

Introduction

A newly established library system must submit the documentation described in the following section by June 1.

Documentation

- Legal establishment document creating the library system which has been approved by the governing authority.

Grant Application Documents, Continued

Documentation (cont'd)

- Contracts verifying the membership of the participating libraries in the library system.
- Application for Assistance (enclosed with these guidelines).
  1. Standard 424 Form face sheet
  2. Project Approval Information
  3. General Budget Data
  4. Standard Assurances
- Annual Report Form (enclosed).
- HEW-441 Form (enclosed).
- Application for County Librarian's Certification (enclosed).

VIII. Second or Third Year Funding

Introduction

Library systems successfully meeting the requirements of the Incentive Grant may apply for a second or third year grant.

Amount

The grant award is $20,000 for the period covering September 1 through August 31.

Reapplication Process: Second or Third Year Grants

The reapplication process includes the following:

- Request for Consultation is due at the State Library by April 1.
- Completion of the Application for Assistance Standard Form 424, signifies the formal reapplication of the member libraries participating in the grant project and is due by June 1.
- An itemized budget must be submitted which identifies anticipated expenditures of LSCA, county, and other local funds during the second year of the grant. The projected expenditure of county funds must reflect the increased funding level of $1.00 per capita for second year funding and $1.20 per capita for third year funding.
- An updated job description of project personnel. The county coordinator must continue to have a current County Librarian's Certificate and devote at least 20 hours per week to the management of the grant. If either of these conditions is not met, the grant will not be approved for second year funding. If a new person assumes the responsibilities of county coordinator after initial approval of the grant award, he or she must either have, or apply for, and satisfy the requirements necessary for a County Librarian's Certificate.

Criteria

To qualify for second or third year funding, the library must continue to satisfy:

A. system membership criteria
B. county funding formula
C. verification of expenditures
D. county coordinator's position

A. System Membership Criteria

Introduction

Grant and system membership requirements will be based on expenditures of the local fiscal year.

Qualifications

As noted in Section II, page 2 of these guidelines, the library may be deficient in two of the Rule 1.81 criteria, but must satisfy, without exception, the following requirements:

- Free library service.
- Minimum local operating expenditures and maintenance of effort.
- Minimum support from local tax sources.
- County Librarian's Certification.
- Public telephone.

Additional Information

For complete information on these requirements, refer to Rules 1.71-1.83 of the enclosed Texas Library System's Act and Rules for Administering the Library Systems Act. An outline of key system membership criteria is included in Appendix H of the grant packet.

B. County Funding Formula for Second or Third Year Grants

Introduction

To qualify for second or third year Incentive Grants, counties must continue to appropriate and expend county funds in cash or in-kind contributions in support of the project.

Second Year

The county must appropriate and expend during the second year of the Incentive Grant $1.00 per capita, or $2,500 whichever is greater.

Third Year

During the third year, the county must appropriate $1.20 per capita, or $2,500 whichever is greater.

C. Verification of County Expenditures

Introduction

Approval of second or third year funding will be subject to verification that appropriated county funds were actually expended for the purposes of the grant at the required expenditure level.

- $.75 per capita during the first year or $2,500, whichever is greater
- $1.00 per capita during the second year or $2,500, whichever is greater

Annual Report

The Annual Report, which is due on March 1, will be used to verify the level of expenditures of county funds for the preceding year.

Audit

Accuracy of the Annual Report will be subject to subsequent independent audit verification of local library expenditures. Grant recipients should keep careful accounting records of all local expenditures.

If local expenditure levels for the preceding year fall below the required level, the current year grant will be terminated. All funds received under this grant must be refunded to the State Library.

An audit report of grant and local library funds is due to the Texas State Library no later than 180 days following the close of the county fiscal year. (See Section X. Project Administration and Management: Audits)

In-Kind Contributions

In-kind local contributions, if claimed, will also be subject to an independent audit verification.

IX. Examples of First and Second Year Incentive Grants

Introduction

The two examples below illustrate the interrelationship between the criteria for system membership and the Incentive Grant.

Examples of First and Second Year Incentive Grants, Continued

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Example One

County X Library System has a population of 44,500 and is awarded an Incentive Grant to develop a federated system comprised of four municipal libraries. A county coordinator is hired.

Annual Report

The Annual Report indicates the following results for the first year:

• Total expenditures of county funds ($.89 per capita)	$39,605
• Local expenditures	31,595
• Total Local Expenditures: (Includes city and in-kind contributions and county funds. $1.60 per capita)	$71,200
• Purchase of library materials (23% of total local expenditures)	$16,376
• Total number of library items in the system (.955 per capita)	42,511

Is the Federated System Qualified for System Membership and Second Year Funding?

No. Although the county funding formula and county coordinator requirements are satisfied, the federated system is deficient in two system membership criteria:

- Local expenditures for the population grouping (25,001-50,000)

  For this population grouping (25,001-50,000), local expenditures must equal at least $1.80 per capita or $80,100. County X Library System is deficient in this criterion. (Rule 1.81-4A)

- Local expenditures for the purchase of library materials

  County X Library System must spend 25% of local funds ($17,800 for library materials or have a total of 44,500 library material items in the collection. (Rule 1.81 - 4B)

Library Materials

If County X Library System expended 25% of its local expenditures on library materials or had 44,500 items (one library material per capita), the System would satisfy system membership criteria even though local expenditures were only $1.60 per capita.

Conclusion

County X System may be deficient in one per capita criterion and still maintain its eligibility for second year funding.

If County X Library System had combined local expenditures of $80,100 ($1.80 per capita) it would maintain its eligibility for second year funding even if total library material items were less than one (1) per capita and local expenditures for the purchase of library materials were less than 25% of total local expenditures.

Should County X Library System correct one or both deficiencies, it would be eligible for second year funding.

Example Two

Assume the same population and background data for County X Library System. The county system satisfies staffing and hours of service requirements for its population grouping. The Annual Report information is as follows:

• Total expenditures of county funds ($.93 per capita)	$41,500
• Local expenditures	43,132
• Total Local Expenditures: (Includes city and in-kind contributions and county funds. $1.90 per capita)	$84,632
• Purchase of library materials (27% of total local expenditures)	$22,850
• Total number of library items in the system (.99 per capita)	44,244

Is the Federated County Library System Qualified for System Membership and Third Year Funding?

County X Library System satisfies all system membership criteria, but is deficient in county funding for the second year ($1.00 per capita required).

County X Library System retains system membership, but loses eligibility for third year funding from the Incentive Grant.

Examples of First and Second Year Incentive Grants, Continued

Planning Library Budgets

Libraries are frequently unable to spend their entire budget because of discounts, book order cancellations, etc. Therefore, a cash ending balance should be estimated and included in the budget submitted to the county or city to prevent the library from inadvertantly falling below the required level of support.

For example, if required county expenditures for the first year of the grant were $33,375, the library system might want to budget at least 5% over this minimum, i.e., $35,044. This would provide a cushion for unanticipated underexpenditures of grant funds that would disqualify the system from receiving a grant award during the second year. In this example, up to $1,669 of the budget can go unexpended without failing to satisfy the county funding formula requirement of $33,375 ($35,044 - $1,699 = $33,375) in county funds expenditures during the first year.

X. Project Administration and Management

Introduction

In accepting the Incentive Grant, the subgrantees will be responsible for managing and administering the grant project in accordance with the Uniform Grant and Contract Management Standards.

Guide to Uniform Grant and Contract Management Standards: A Procedures Manual

The Library Development Division of the Texas State Library has prepared a *Guide to Uniform Grant and Contract Management Standards: A Procedures Manual* for the purpose of orienting subgrantees to the reporting, financial, contractual, and auditing requirements of the Texas State Library grants.

All recipients of Texas State Library grants will receive a copy of the *Procedures Manual*.

Summary

The following information summarizes the grantees responsibilities in administering Incentive Grants.

Basic Cost Principles

Office of Management and Budget Circular A-87 "Costs Principals for State and Local Governments" sets forth the guidelines and policies governing costs applicable to grants with state and local governmental units.

Allowable Costs

Any cost which meets the allowability criteria listed in the Procedures Manual on page 2 is an allowable cost.

Unallowable Costs

An unallowble cost is any cost which cannot be charged to the grant. These costs include:

- BAD DEBTS
- CONTINGENCIES
- CONTRIBUTIONS AND DONATIONS
- ENTERTAINMENT
- FINES AND PENALTIES
- GOVERNOR'S EXPENSES
- INTEREST AND OTHER FINANCIAL COSTS
- LEGISLATIVE COSTS
- UNRECOVERY OF COSTS UNDER GRANT AGREEMENTS - any excess costs for one grant agreement is not chargeable to another grant agreement

Prior Approval Costs

Prior approval cost is a cost for which the grantee must obtain the prior written permission of the Texas State Library. These include:

- AUTOMATIC DATA PROCESSING
- BUILDING SPACE AND RELATED FACILITIES
  - a) rental costs
  - b) maintenance
  - c) rearrangements and alterations
  - d) depreciation and use allowance on publicly owned buildings
  - e) occupancy of space under rental-purchase or a lease with option to purchase
- CAPITOL EXPENDITURES
- INSURANCE AND INDEMNIFICATION
- MANAGEMENT STUDIES
- PREAGREEMENT COSTS
- PROFESSIONAL SERVICES
- PROPOSAL COSTS

Obtaining Prior Approval

Itemize all costs that require prior approval in the Application for Assistance, Section F - Other Budget Information - Item 23 under Remarks. Prior approval of these costs will be included in grant contracts. During the grant year, subgrantees may request prior written permission from the State Library for prior approval costs not listed in the contract. Amendments to the grant agreement will then be made.

Matching Standards

Matching support may be in the form of cash or in-kind services. Those claiming matching funds should document their calculations of in-kind contributions. Volunteer services may be counted as cost sharing or matching if the service is an integral and necessary part of an approved program. Time and attendance records must be kept if the services are to be considered part of the cost sharing or matching support.

Time and Attendance Records

The subgrantee must retain time and attendance records for reimbursement of personnel services. Reimbursement of prorated personnel services may be charged to the grant account if the percentage of time expended on the grant program is clearly specified on the time and attendance records. Where sub-grantees do not have an established method to document time and attendance records, Form 391-1 should be used. (Appendix J)

Record Retention

The subgrantee must maintain financial records and other evidence pertaining to all costs incurred and revenues or other applicable credits in accordance with generally accepted accounting principles. Records must be retained for a period of five years and shall be made available to the Secretary of Education and the Comptroller General of the United States and the State of Texas or their duly authorized representatives for the purpose of audit and examination of any books, documents, papers and records of the subgrantee at all reasonable times during the five year retention period.

Interest

Interest earned on LSCA grant funds at the subgrantee level shall be refunded to the Texas State Library.

Indirect Costs

If a subgrantee has an indirect cost plan or cost allocation plan on file, the subgrantee may be reimbursed for indirect costs based on the approved rate. However, if there is no plan currently in effect, the subgrantee may use a lump sum for overhead based on the Indirect Cost Computation Table. (Appendix I)

Program Income

Program income is defined as gross income earned by the grantee from grant supported activities. Program income must be added to grant funds and reported in the quarterly Financial Report, Form 269. All program income must be expended or obligated by the end of the grant period, August 31.

Replacement of Local Funds

The library must not use monies received under this grant to replace local funds during the period of the grant. If the library replaces local funds, the grant will be suspended.

Cash Depositories

Grant funds must be deposited in a bank with FDIC insurance coverage and any balances exceeding FDIC coverage must be collaterally secure. Consistent with the national goal of expanding opportunities for minority business enterprises, subgrantees are encouraged to use minority banks.

Financial Reporting

Subgrantees are required to periodically provide the following financial reports to the Texas State Library.

- The Financial Status Report (Form 269)
- The Supplemental Financial Status Report (Form 269a)
- Request for Advance or Reimbursement (Form 270)

Request for Advance or Reimbursement

The Request for Advance or Reimbursement (Form 270) is to be used by the subgrantee to request grant payment to cover project expenses for an appropriate period of time. Subgrantees are encouraged to request payments at least monthly.

Financial Status Reports

Financial Status Reports (Forms 269 and 269a) must be submitted to the Texas State Library according to the following schedule:

Reporting Period	Reports Due
September 1 - November 30	December 31
December 1 - February 28	March 25
March 1 - May 31	June 25
June 1 - August 31	September 25
September 1 - November 30	December 31

Budget Revision Procedures

Subgrantee must submit, in writing, a request for a budget revision when:

- The project's scope or objectives are changed.
- Cumulative transfer(s) of funds among direct cost categories exceed five percent (5%) of the total budget.
- An expenditure of grant funds involves a cost requiring prior approval.

Such changes, if approved, entail modification of the original contract through a letter of concurrence signed by the subgrantee official and the appropriate Texas State Library official. Scope changes do not require a letter of concurrence.

Performance Reports: Requirements

Subgrantees must also submit two program evaluation reports on forms provided by the State Library. (See Appendix L) Performance measures should be based on the measurable objectives stated in the grant application.

These reports must include:

- Progress made toward attaining objectives as outlined in the approved grant application.
- Revised and up-dated goals and objectives.
- Major activities and an assessment of the program's success.
- Organizational and operational programs encountered.
- Identification of services to the disadvantaged, i.e., unemployed, illiterate, teenagers, elderly or other groups that may be culturally, socially, economically or educationally disadvantaged.
- Other standard statistical reports required by the Texas State Library.

Performance Reports: Due Dates

Performance Reports are due at the State Library according to the following schedule:

Reporting Period	Report Due
September 1 - February 28	March 25
March 1 - August 31	September 25

Grant Close-Out Procedures

All funds must be expended and/or obligated by August 31, the project's ending date. All obligations are to be liquidated by November 30. The final audit is due at the Texas State Library 180 days following the close of the county fiscal year. The final evaluation report is due at the Texas State Library on September 25. OMB Circular A-102, Attachment L, and the Guide to Uniform Grant and Contract Management Standards (pp. 52-53) give additional guidelines.

Property Management

Property can only be acquired if provided for in the grant agreement or in a budget revision. The following guidelines summarize the major rules governing property management.

Property Management

- Each project must maintain and submit an inventory of all nonexpendable personal property having a unit acquisition cost of three hundred dollars ($300) or more and having a useful life of more than one year. Reports should be filed within 30 days of property receipt.

- All personal property, which includes equipment and library materials acquired with funds from this grant and having a unit acquisition cost of one thousand dollars ($1,000) or more, shall become the property of the Texas State Library should the library cease to be a system member library.

- All proposed equipment purchases must have prior approval by the Texas State Library. Proposed equipment purchases must be listed in the application.

- Use and disposition of all property acquired under the grant will be in accordance with *OMB Circular A-102, Attachment N*, and Texas statutes regarding property accounting. This topic is discussed on page 57 of the *Guide to Uniform Grant and Contract Management Standards*.

Procurement

The grantee's existing procedures for procurement of supplies, equipment and services will be acceptable, providing that they conform to *OMB Circular A-102, Attachment O*. This topic is addressed in more detail in the *Guide to Uniform Grant and Contract Management Standards*, pp. 60-62.

Audits

Counties receiving Incentive Grants must submit an audit report which shows:

- grant funds received and expended
- local library funds received and expended

The audit verifies that grant funds were expended and/or obligated as of August 31, in accordance with the terms of the contract, and that all obligations were liquidated by November 30.

The audit also shows local library funds expended and verifies that local expenditures satisfy the grant requirements.

The audit report must separate grant funds from local library balances and expenditures.

Single Audits

All counties receiving Texas State Library grants must submit a single audit.

A single audit includes all funds received "directly from federal agencies as well as those federal and state funds received through state agencies."

The audit shall be done in accordance with Title I, Section 5.167 of the Texas Administrative Code (TAC), Attachment P, OMB Circular A-102.

Due Date

The audit report is due at the State Library 180 days following the close of the county's fiscal year.

Expenses

The cost of auditing grant and local library funds is allowable if provided for in the contract.

Accountant

All audits must be conducted by an independent certified accountant or a public accountant licensed by the Texas State Board of Public Accountancy.

Audit Exceptions

Any audit exceptions will result in grant refunds to the Texas State Library.

If local library expenditures for the preceding year fall below the required level, the current grant will be terminated, and the county will be required to return all grant funds received under the current grant to the Texas State Library.

Audit Appeals

If a subgrantee wishes to appeal an audit exception, the procedure outlined in Rule 1.122 of the Rules for Administering the Library Systems Act should be followed.

Disclaimer and Acknowledgements

Any publication or presentation resulting from or primarily related to the work conducted under this contract shall contain the following disclaimer:

- The activity which is the subject of this report was supported in whole or in part by the U.S. Department of Education. However, the opinions expressed herein do not necessarily reflect the position or policy of the U.S. Department of Education and no official endorsement by the U.S. Department of Education should be inferred.

Disclaimer and Acknowledgements (cont'd.)	Promotional materials, bibliographies, and other such short pieces should give the following acknowledgement: • Published with funds granted under the Library Services and Construction Act, Title I (P.L. 84-597, as amended).
Copyrights Material	If this contract results in copyrightable material, the subgrantee is free to copyright the work but the Texas State Library reserves a royalty-free, non-exclusive, and irrevocable license to reproduce, publish or otherwise use and to authorize others to use the work for government purposes.

XI. Timetable For a 3 Year Grant.

• Application Guidelines Mailed to Requesting Libraries	January 1, 1986
• Request for Consultation Due at Texas State Library	April 1, 1986
• Grant Application Due at Texas State Library	June 1, 1986
• Approval of Grant Awards by Texas State Library and Archives Commission. Notification of Grant Awards Made to All Applicants	August 1, 1986
• Contracts Mailed to Grant Recipients	August 15, 1986
• Project Start-Up Date	September 1, 1986
• Application Guidelines Mailed to Requesting Libraries	January 1, 1987
• Request for Consultation Due at the Texas State Library	April 1, 1987
• Reapplication for Second Year Grant Award Due at Texas State Library	June 1, 1987
• Approval of Second Year Grant Award by Texas State Library and Archives Commission	August 1, 1987
• Contracts for Second Year Grant Award Mailed to Eligible Recipients	August 15, 1987
• All Grant Funds from First Year of Grant Award Expended and/or Encumbered	August 31, 1987
• Second Year Project Start-Up Date	September 1, 1987
• All Encumbrances to be Liquidated First Year Contract	November 30, 1987
• Application Guidelines Mailed to Requesting Libraries	January 1, 1988
• Request for Consultation Due at the Texas State Library	April 1, 1988
• Reapplication for Third Year of Grant Award Due at Texas State Library	June 1, 1988
• Approval of Third Year of Grant Award by Texas State Library and Archives Commission	August 1, 1988
• Contracts for Third Year Grant Award Mailed to Eligible Recipients	August 15, 1988

• All Grant Funds from Second Year Grant Award Expended and/or Encumbered	August 31, 1988
• Third Year Project Start-Up Date	September 1, 1988
• All Encumbrances to be Liquidated Second Year of Contract	November 30, 1988
• Application Guidelines Mailed to Requesting Libraries	January 1, 1989
• Request for Consultation Due at the Texas State Library	April 1, 1989
• All Grant Funds from Third Year Grant Award Expended and/or Encumbered	August 31, 1989
• All Encumbrances to be Liquidated Third Year Contract	November 30, 1989
• Independent Audits of Grant and Local Library Funds Due to the Texas State Library 180 Days Following the Close of the County Fiscal Year.	

GUIDELINES FOR SFY 1987 SYSTEM PLANS OF SERVICE

September 1, 1985

DEADLINE

The Texas State Library has prepared the following guidelines for major resource system funding in state fiscal year 1987. Rule 1.44 of the Library Systems Act requires that system plans of service be submitted 150 days prior to the beginning of the state fiscal year with certification of approval to be granted 60 days prior to the beginning of the state fiscal year. In accordanced with Rule 1.44 we are requesting that plans of service for 1987 be submitted by April 1, 1986.

GRANT ALLOCATIONS

Appendix A of these guidelines contains the funding allocation for each of the ten systems based upon the approved agency Biennial Budget Proposal for SFY 1986-87.

CONFORMITY TO THE BIENNIAL BUDGET

The agency Biennial Budget Proposal for 1986-87 contained funding requests based on submissions from the ten systems in the spring of 1984. The guidelines issued to systems for their biennial plans on October 19, 1983 indicated that those plans would "become a binding document which each system must follow through August 31, 1987." The criterion which the State Library will use in judging conformity of the SFY 1987 plan to the system biennial budget will be based on the statistical targets set for each system in the biennial budget. In order to conform to the biennial plan, standardized statistics in the SFY 1987 plan should not show a deviation of greater or lesser than 10% from the targets indicated in the biennial plan.

Appendix B, Performance Targets for Regional Systems, provides performance targets based on the biennial plans submitted at Level 2 by each system. Systems may notice variances in the performance targets provided in Appendix B and the standardized statistical targets originally submitted for Level 2, 1987. These variances may be due to either of two factors:

1. Adjustments to funding levels which occurred after system biennial plans were submitted.

2. Program changes which resulted from State Library review of system biennial plans.

APPLICATION FOR ASSISTANCE

These guidelines are prepared in accordance with Attachment M, Office of Management and Budget Circular A-102 and the Uniform Grant and Contract Management Standards promulgated in August, 1982 by the Governor's Office of Budget and Planning. To be in compliance with Attachment M, the following standard forms (Appendix H) must be submitted as components of the SFY 1987 Plan of Service:

1. Application for Assistance, Part I, Standard Form 424, which in effect is the authorization for application from the city administering the system program. Note the following variances from the instructions printed on the Standard Form 424:

    a. Block 5. Substitute for the "Federal Employer Identification Number" the "State Vendor Identification Number" which is assigned by the Texas Comptroller's Office. State Vendor ID numbers are printed for each MRC in Appendix C.

    b. Block 10. List the name of the library system.

    c. Block 11. Use the population figure for your system listed in Appendix A.

    d. Block 13. Assume the proposed funding to be "State" unless otherwise notified.

    e. Block 23. This block should bear the original signature of the city manager, mayor, or other official of the city government who is enpowered to enter into agreements binding upon the municipality serving as the Major Resource Center.

    f. Section III. Omit Section III in its entirety.

2. Application for Assistance, Part II. Project Approval Information. You may disregard this form entirely as it is not applicable to your application.

3. Application for Assistance, Part III. Budget Information. This five-section form must be completed in its entirety except for the blocks which are designated as "Not Applicable." Most systems will need to use an extra page in order to furnish all the necessary budget information by "grant program, function, or activity, e.g., Film Services, Automation." Note that system projects or activities are standardized and are identified on pages 4 and 5 of these guidelines. When the term "non-federal" is used, you should substitute the word "state." Specific instructions for completing these forms are printed on page 8 of the Application for Assistance. Please note that Section D of Part III, Forecasted Cash Needs, must provide an accurate estimate of the amount of grant funds which will be needed to cover disbursements in each quarter. An example of a completed Part III of the Application for Assistance is provided in Appendix I.

Under Section F, Other Budget Information, the State Library is requiring the following clarification of direct and indirect expense categories.

a. Personnel and Fringe Benefits. Identify for each person, whose salary is paid in whole or part from grant funds, the following: classification level and official job title, the base salary, the percentage of salary paid from grant funds, the amount paid in fringe benefits by specific category (e.g., life insurance, health insurance, social security, retirement, etc.). In lieu of writing this information in narrative form on Part III or on an attached sheet, you may use the Personnel Form labeled as Appendix G. Salary and fringe benefit information should include any known and anticipated salary, merit, or longevity increases for fiscal year 1987 (September 1, 1986 to August 31, 1987).

b. Personnel. Furnish the State Library with a copy of the organization chart showing the relationship of all system personnel to the Major Resource Center and to other system staff. Include for each position a current job description which comprises job duties and educational requirements or experience equivalents.

c. Travel. Please note that the following meetings will be held during the fiscal year, for which attendance is entirely optional. These meetings will be held in Austin unless otherwise noted. There will be three one-day system coordinators' meetings in Austin. Additionally one-day meetings of A-V librarians and collection development consultants may also be included in the budget. This information is provided to assist you in budgeting travel costs. You are not required to itemize travel costs. Please note that State Library travel policies allow for travel to be budgeted for grant project personnel only. Also, grant funded travel is allowable only when travel is directly related to grant activities.

d. Equipment. Itemize all anticipated equipment purchases by grant project. Give for each equipment item the budgeted price. Equipment items costing over $300, if approved, will be itemized in the grant agreement between the State Library and the Major Resource Center. Data processing equipment will require that additional documentation be submitted in order to receive prior approval. All future equipment purchases over $300 must be approved by the Texas State Library in advance of local acquisition; approval will be in the form of a contract amendment. When it is not clear whether a budgeted item will be considered equipment or not, systems are to adhere to whatever criteria are in use at the MRC. Please total the amounts by project, in addition to providing a grand total for all projects. The total of the equipment itemization should equal that of row d., "Equipment," in Section B of Part III.

e. Supplies. Itemize for each grant project the amount budgeted for the following items: 16mm films; printed library materials; other audio-visual materials (excluding films); and supplies. Please total the amounts by project, in addition to providing a grand total for all projects. The total of the supply itemization should equal that of row e., "Supplies," in Section B of Part III.

f. Supplies. For the Collection Development project, provide a copy of the formula by which printed library materials will be allocated to member libraries. Also include the amount of funds budgeted per library for collection development in SFY 1987.

g. Contractual Services. All professional service contracts must have the prior approval of the Texas State Library before expenditure of grant funds may be made. Include under Section F an itemization of all anticipated contractual service expenses by project. These will include professional services as well as other contractual services. The professional services listed, if approved, will be itemized in the grant agreement between the Texas State Library and the Major Resource Center. Automated data processing services require additional documentation before prior approval can be granted. A contract amendment will be necessary for approving professional services not included in the grant agreement. It is not necessary to identify the individual or firm providing the service. Identifying the workshop topic, for example, is sufficient for securing prior approval by this agency. Please total the amounts by project, in addition to providing a grand total for all projects. The total of the contractual services itemizations should equal that of row f., "Contractual," in Section B of Part III.

h. Indirect Charges. Indirect charges may be charged to the grant at the rate currently stipulated in the city's indirect cost plan. If the city does not have an indirect cost plan, then indirect charges must be based on the Indirect Cost Computation Table. Please indicate in Section F, Other Budget Information, the basis or rate used to compute the indirect charges shown in Section B of Part III. Indirect charges must be allocated to each grant project. It is not permissible to place all indirect charges in one grant project.

4. Application for Assistance, Part IV. Program Narrative. A program narrative is to be provided for each system project in accordance with the instructions to Part IV. of the Application for Assistance. Standardized project categories are to be used in subdividing the system plan into projects. The project categories used in Part IV. are also to be used in Part III. Please note that in some instances systems may wish to further subdivide the standardized project categories. This may be acceptable in the case of, for example, "Rotating, Deposit, and Extension Services." However, it will not be acceptable for systems to combine any of the following standardized project categories:

a. Administration.
This project may include the coordinator, assistant coordinator and any other professional and clerical staff engaged in general planning, budgeting, grant administration, personnel management, and evaluation. Additional system overhead expenses (e.g., telephone, audit, general office supplies, etc.) which cannot be specifically assigned to other projects should also be considered a part of Administration. All costs relating to the production and distribution of the system newsletter should be budgeted under Administration.

b. Consulting.

This project should include all costs directly associated with system consulting activities -- telephone, mail, and on-site. System staff engaged in specialized consulting activities should have an appropriate portion of their salaries and fringe benefits budgeted under Consulting. These activities would not include providing advice or information specifically related to system projects (e.g., providing a list of films on a specific subject). Consulting activities would include such things as collection evaluation, library facility evaluation, local automation planning assistance, assistance with grant applications and local budget requests, assistance with local cable progamming, etc. Consulting services to unserved counties should be included in the consulting project. Systems which employ non-system personnel to provide consulting services should include that cost in the consulting project. Also included in this project would be professional library science materials used by system staff or loaned out to member libraries. Library science materials purchased for member libraries should be included in the Collection Development project.

c. Continuing Education.

This project should include all costs directly associated with system continuing education activities. These costs would include salaries and fringe benefits of system staff, workshop presenter costs, staff travel costs, supplies and printing, etc.

d. Film Services.

This project should include all costs directly associated with provision of system film services including salaries and fringe benefits, films, equipment, supplies, postage, etc.

e. Collection Development.

This project should include all costs directly associated with providing collection development for system libraries, including salaries and fringe benefits, library materials, equipment, cataloging/processing costs, other supplies, etc. Do not include the cost of library materials purchased to support other system projects (e.g., Rotating, Deposit, and Extension Services). Do not include costs associated with consulting activities related to collection development (e.g., collection evaluation). Include these costs in the Consulting project.

f. Unserved Counties.

If a system opts to provide direct library services (e.g., books-by-mail) to unserved counties within their system, costs associated with such services should be included in an Unserved Counties project. A consultation project to develop library services in unserved counties, in the absence of direct service provision, should be fully described and budgeted in the Consultation project. Books-by-Mail projects which do not serve unserved counties should be budgeted under Books-by-Mail.

g. Books-by-Mail.

This project should include all costs directly associated with provision of books-by-mail services to the homebound, rurally isolated, etc., including salaries and fringe benefits, books, supplies, and contractual services. Books-by-Mail projects to unserved counties should be budgeted in the Unserved Counties project. Books-by-mail services to both unserved counties and served counties will need to be divided into two cost centers (Unserved Counties, Books-by-Mail).

h. Publicity.
This project should include all costs associated with system efforts to publicize system activities and local library activities, including salaries and fringe benefits, printed materials, professional services, supplies, equipment, etc.

i. Automation.
This project encompasses a broad range of activities including purchase and operation of shared automated systems, planning studies, microcomputer literacy projects, and retrospective conversion projects. Purchase of automation equipment to support other system projects (e.g., office micro for system Administration project, film booking system for Film project) should be budgeted under those projects. Systems must secure prior approval for all automated data processing costs by submitting the additional documentation described in Appendix C of the Procedures Manual: A Guide to Uniform Grant and Management Standards. Systems are encouraged to submit this documentation with their Plan of Service.

j. Limited English-Speaking Services.
This project should include all costs associated with projects designed to improve library services to the limited English-speaking. Included would be Spanish language book circuits, special projects to purchase library materials for the limited English-speaking, support for English-as-a-Second-Language (ESL) instruction in system libraries, publicity campaigns targeted at the limited English-speaking to encourage them to utilize local library services, etc. Workshops or consulting services in this area should not be included, but should be included in the Continuing Education or Consulting projects.

k. Services to the Elderly.
This project should include all costs associated with projects designed to improve library services to the elderly. Included would be large print book circuits, support for special outreach projects to nursing homes, publicity campaigns targeted at the elderly to encourage them to utilize local library services, etc. Workshops or consulting services in this area should not be included, but should be included in the Continuing Education or Consulting projects.

l. Rotating, Deposit and Extension Services.
This project would encompass print and non-print extension loan collections, filmstrip circuits, and reciprocal borrowing projects. Do not include Spanish language circuits, large print book circuits, or books-by-mail to homebound or rurally isolated. Costs directly associated with these activities may include salaries and fringe benefits, library materials, postage, supplies, etc.

m. Videocassette Services.
This project should include all costs directly associated with the provision of videocassettes to system libraries including salaries and fringe benefits, videocassettes, equipment, postage, supplies, etc. Videocassettes loaned on an advance-booking basis, on the same terms as 16mm films, may be included in the Film Services project.

n. Literacy.
This project would encompass all costs directly associated with system support of literacy training efforts in system libraries including salaries and fringe benefits, library materials, printing and supplies, equipment, etc. Support for ESL training should be included in the Limited English-Speaking Services project. For additional information on system literacy projects, see Guidelines for System Literacy Projects below.

Any system projects not falling into one of the standardized project categories should be treated as a separate project (e.g., Reference Back-up, Video Production Grants, etc.).

All of the information requested in the instructions to Part IV, Program Narrative, is required for each project, with the exception of Section 5 of Part IV which is not applicable to the system grant program. The State Library has made the following interpretation of the instructions to Part IV as they relate to system projects:

Section 1. Objectives and Need for This Assistance. State the objective of the given project clearly and succinctly, in one or two sentences at most. Then relate that objective to a demonstrable need. Cite data when possible to document the need (census data, collection evaluation data, data from TSL's Analysis of public library annual reports).

Section 2. Results or Benefits Expected. How will library services to citizens in your region be improved as a result of this service?

Section 3. Approach.

a. Plan of Action: Under this section you should state clearly what you will do to carry out your objective. This description may be brief, but it must not omit important details concerning project implementation. Any important cost data which isn't already provided in other parts of your Plan of Service should be provided here. A description of the timeline for implementing the project should be given. If the project has been carried over from prior years, how will its implementation differ in the coming year? Has the funding increased or decreased? Have the guidelines, policies, or procedures you will use in implementing the project changed from prior years? If so, copies of revised guidelines should be attached to the narrative. If changes are proposed, including the proposed changes in your Program Narrative will eliminate the necessity of having to pursue a scope change procedure later on when the proposals are adopted.

b. Project Accomplishments: In lieu of providing the statistical data requested under 3.b. Approach, system staff may complete the annual targets on the Standardized Reporting Form and the Local/System Objectives Form, which are enclosed as Appendix D and E respectively. Note that every program must have specific objectives for SFY 1987. If the objectives are fully covered by the Standardized Reporting Form, then there is no need for additional objectives on the Local/System Objectives Report. If the program is not covered by the Standardized Reporting Form, then there must be a completed Local/System Objectives Report Form. In the project narrative you may simply reference the Standardized Reporting Form and Local/Systems Objectives Report Form. See page 1 of these guidelines "Conformity to Biennial Plans" for more information about system objectives for SFY 1987.

c. Evaluation Criteria: Briefly indicate how you will know when your objective for this project is met. Include any data collection instruments you may use to collect data on project performance.

d. Project Personnel: Indicate the titles of system staff members assigned to the project and the percentage of their time that will be devoted to the project (e.g., ".25 person/years"). Any other personnel utilized in the project (MRC staff, temporary staff, consultants) must be identified. If these persons are to be directly compensated from system funds, a description of the time they will devote to the project, and their rate of compensation must be included.

Section 4. Geographic Location. The geographic location of the project may be all of the member libraries, members and non-members, or some subset of the libraries in the region. In the latter case, you should provide a list of participating libraries, if this has been determined. Include under this section an estimate of the population that will be impacted by the project. This may be the entire population served by system member libraries, the population served by members and non-members, or the estimated population comprising some special group within the system which are potentially impacted by the project.

Systems should be aware that the narrative portion of their plans of services will be forwarded to the Department of Education. System projects which, in whole or in part, address LSCA priorities should make clear the services being provided to disadvantaged populations, limited English-speaking populations, the elderly, unserved populations, etc. Narratives should be brief and concise while not omitting any information which is important to an understanding of the system service being described.

Appendix J provides a sample narrative which would be acceptable in meeting these guidelines.

5. Application for Assistance, Part V. Standard Assurances. Each governing authority of a Major Resource Center must also certify compliance with the Standard Assurances, Part V of the application. These assurances are mandated by both state and federal governments. You are not required to return the Standard Assurances. When the city's official signs block 23 of Standard Form 424, the city official is certifying that the city will comply with all five parts of the application, including the Standard Assurances.

GENERAL GUIDELINES

1. In conducting the system grant program during SFY 1987, the following documents will dictate all administrative policies: the Library Systems Act, Rules for Administering the Library Systems Act, the Uniform Grant and Contract Management Standards, Office of Management and Budget Circulars A-87 and A-102, and OASC-10, which is "Cost Principles and Procedures for Establishing Cost Allocation Plans and Indirect Cost Rates for Grants and Contracts with the Federal Government." Note that under the directive of the Uniform Grant and Contract Management Act of 1981, most references to "federal or federally" in A-87 and A-102 should be expanded to read "Federal, federally, or state" as applicable.

2. Each Major Resource Center must also submit with the 1987 Plan of Service the following:

   o A Certification of Review by the System Advisory Council which has been signed by the chairman of the System Advisory Council. A blank copy of this form is enclosed as Appendix F. These forms will need to be filed with the State Library with each budget revision or project scope change made during SFY 1987, in adherence with the Rules for Administering the Library Systems Act.

   o Documentation of the participation of the system advisory council, system member librarians, and lay representatives in the process of planning for these programs must be included. If recent meetings were held, dates and minutes of these meetings, if not already on file with the Texas State Library, should be included. If a survey or questionnaire were used, please attach a copy of the survey instrument and tabulated responses with the Annual Program of Service.

3. Only original signatures on Part I of Standard Form 424 and on the Certification of Review form will be accepted. Photocopied signatures are unacceptable.

4. The various components of the System Plan of Service should be submitted in the following order:

   Certification of Review by System Advisory Council
   Application for Federal Assistance, Part I
   Application for Federal Assistance, Part III
   Other Budget Information (Section F):

  - System Personnel Form
  - Organization Chart(s)
  - System Personnel Job Descriptions
  - Itemization of Equipment Purchases by Project
  - Itemization of Supply Purchases by Project
  - Collection Development Allocation Formula
  - Collection Development Allocation by Library
  - Itemization of Contractual Service Purchases by Project
- Application for Federal Assistance, Part IV (Program Narrative)
- Attachments to Part IV:
  - Standardized Reporting Form for Regional Systems
  - Local/Systems Objectives Report
  - Copies of Revised System Policies and Procedures
- Documentation of Participation by System Advisory Council, Member Librarians, and Lay Representatives

Please number the pages of the Plan of Service. Please do not staple or bind together the pages in any way. Please do not submit copies of system policies or procedures that are identical to documentation submitted with the current year Plan of Service (Exception: Collection Development Allocation Formula must be submitted each year).

5. Systems should make every effort to submit Plans of Service by the deadline stipulated in Rule 1.44 of the Library Systems Act. If circumstances occur which are likely to cause the Plan to be delayed more than a week beyond the dealine, systems should make a written request for a deadline extension. Part I of Standard Form 424 may be submitted late, if necessary, to obtain the signature on Line 23b. The need for late submission of Part I should be noted when the rest of the Plan is submitted.

GUIDELINES FOR SYSTEM LITERACY PROJECTS

In addition to the foregoing guidelines, which apply equally to system literacy projects as to other system projects, the following additional guidelines will apply to system literacy projects (including GED preparation, other adult basic education) and to system ESL projects:

1. The State Library defines the target group for literacy or ESL training as:
   - Persons aged 16 or older; AND
   - has not completed high school, OR
   - does not read or comprehend or write English or compute at a level necessary to meet the complex requirements or adult living.
2. It is intended that the system project(s) support training in member libraries by:
   - Assisting the local library to identify appropriate outside agencies who will be willing to offer classes and/or tutoring in the local library;
   - Purchasing consumable learning materials for the local library;

- Developing the support collections of the local library by helping to select and purchase appropriate support materials;
- Assisting with the purchase of equipment, displays and other items necessary to support the training activity;
- Assisting the local library in promoting the project using brochures, radio and television spot announcements, press releases, etc.

3. It is not intended that the system pay the wages of literacy or ESL tutors. This may be acceptable, however, in instances where it is clearly demonstrated that other agencies are unavailable or unwilling to undertake the training effort in the local library. In these instances, it would be preferable to use system funds to sponsor tutor training sessions in which trainers would be compensated for their services by the system. In cases where this is not possible, permission may be requested to use system funds to pay tutors' wages. Such a request must indicate the means by which tutors' services will be verified, and the mechanism by which tutors will be compensated. Accompanying the request must be written documentation of the inability of local agencies to provide tutors for the library project.

4. If the system will be awarding minigrants, or using any type of proposal-based approach, the project narrative must include the guidelines, timetable, and criteria for awarding the grants. The application form that will be used should be provided as an attachment. Copies of all approved proposals must be filed with the State Library, preferably with the Plan of Service.

5. Literacy or ESL workshops for librarians should be budgeted under the Continuing Education project as opposed to the Literacy or Limited English-Speaking Services projects. However, tutor training sessions or similar training sessions may be budgeted as a part of these projects.

CONTACT PERSON

Specific questions relating to the Guidelines for SFY 1987 System Plans of Service should be referred to:

Jim Scheppke, Grants Coordinator
Library Development Division
(512) 475-4119

ATTACHMENTS

Appendix A:	System Grant Allocation for SFY 1987
Appendix B:	System Performance Targets for SFY 1987
Appendix C:	List of State Vendor Identification Numbers
Appendix D:	Standardized Reporting Form and Instructions
Appendix E:	Local/System Objectives Report
Appendix F:	Certification of Review by the Advisory Council Form
Appendix G:	Personnel Form
Appendix H:	Application for Assistance: Parts I, II, III, IV, V
Appendix I:	Sample, Part III
Appendix J:	Sample, Part IV

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BIG COUNTRY LIBRARY SYSTEM

ABSTRACTS OF SYSTEM PROJECTS

STATE FISCAL YEAR 1986

Under the Administration project, programs will be initiated and administered to expend allocated funds for the optimum benefit of all public libraries in the Big Country. In this system, emphasis will necessarily be put on basic supplementary services, but some attention will be focused on projects that will help small rural libraries and their users to adapt to technological innovations in ways that enhance the public library mission. Efforts will be made to keep incidental costs down, concentrating maximum funds on activities of direct and indirect benefit to libraries and their users. System administration includes writing proposals, keeping statistics, filing reports, preparing and monitoring budgets, planning and supervising services, polling librarians and lay representatives, and conducting business meetings. Costs allocated to administration include equipment, supplies, and labor needed to accomplish activities such as those above which pertain to several or all system programs.

The Consulting project will provide information and advice to the staffs and governing bodies of its client libraries as needed and requested. Professional staff will try to visit every library at least once in FY86 and will be available for additional visits as necessary and as funds permit. Consulting services will also be conducted by phone and by mail to whatever extent this is possible and effective. Librarians may call collect at any time from 8:30 to 5:30, Monday through Friday, for help on any problem. Thorough evaluations will be conducted for one or more libraries on request regarding adequacy of building, governing structure, staff, collections, and services. Long range planning will be encouraged to ensure maximum benefit from all funding sources. System will continue to encourage the area's non-member libraries to become legally established in order to forestall possible legal entanglements in the future and to facilitate receiving tax deductible donations. Librarians will continue to be encouraged to earn and apply for county librarian certification, and to comply with other applicable state laws and regulations.

The objective of the Continuing Education project is to provide opportunities for local library staff and board members to increase their knowledge of library services and techniques, and improve their ability to use the techniques and provide the services. The system presents at least three workshops each year, offering one of general and basic interest in at least three "neighborhood" locations, with the aim of making it as easy as possible to attend. The other topics may be less basic. More time consuming and more expensive to assemble, institutes are also more effective learning experiences as isolated library staff find themselves surrounded day and night for three days with others who share their problems and concerns, the focus of a training barrage designed specifically for them. Possible topics for the other workshops and/or the institute in FY86 are interior space utilization, training and supervision, serving young adults, programming, and censorship.

The **Film Services** project will encourage library programming by making films freely and easily available. It will make recreation and intellectual stimulation available for civic and cultural organizations, the elderly in nursing homes and senior centers, and the disadvantaged in schools and in library programs. The system will make 16mm films and some 8mm films available to all BCLS area public libraries (member and non-member) on a spot booking basis. In addition, several packets of films rotate among the small number of libraries (currently 2) which book a particularly large number of films each month. These packets provide a variety of general interest films for regular users and help ease the strain on postage and spot booking facilities. Titles will be chosen by the MRC film librarian for better coordination between the Abilene Public Library collection and the system collection, both of which are available to the system's libraries. Input on selection will be solicited from members. The film catalog will be updated and copies distributed. New system member libraries will receive on deposit a 16mm sound film projector to enable them to take full advantage of this service.

The **Collection Development** project will supplement badly strained local budgets. It will provide incentives for member libraries to increase their local book budgets and to provide at least a small number of magazines and an index to current periodical information. A collection development allocation figured according to a formula will be allocated to each system member library. System will subscribe to up to four professional journals for each member out of collection development funds as aids to cataloging, selection, and professional development and awareness. Libraries with experienced staff will be encouraged to order independently, within system constraints. System staff will verify purchase orders for materials for small libraries. If funds permit, $200 will be added to the allocation of any library that agrees to subscribe to a periodical index and at least five magazines indexed in it. The system will continue to encourage development of non-member public libraries and promote their legal establishment by allocating for each legally established non-member public library up to $100 for a needed large budget item(s) chosen by the librarian from a specially prepared selection list.

The **Rotating, Deposit and Extension Services** project contains two sub-projects: the Filmstrip Circuit and the Extension Loan Collection. The objective of the Filmstrip Circuit is to broaden the type of services available in the local libraries. The system will maintain and continue to augment the filmstrip services available at member public libraries in the region. Each member has a 35mm sound filmstrip viewer/projector on deposit from the system. They also have a deposit collection of about 53 sound filmstrips representing a variety of useful programming topics. These include Texana, how to use the library, folklore, nature, and safety. A filmstrip circuit will deliver 26 "new" sound filmstrips each quarter for fresh viewing material. The system Extension Collection encourages development of local library collections for optimum benefit by offering popular materials of short shelf life which can be used by many libraries in turn. This services also enriches the reading possibilities on local library shelves by offering temporary browsing collections of materials the library probably could not buy. The system will add in several ways to the Extension Collection of circulating materials. System will subscribe to the McNaughton lease plan and will eventually purchase the more popular materials. System will also purchase other popular reading in large type editions. Children's books will also be added. Libraries which wish to receive any of these materials to supplement their collections may fill out a profile stating how many and what types of materials they want. Books are sent monthly unless otherwise specified, to be used as their own for up to a year or until they become shelf-sitters. A typed checklist accompanies the shipment, with a carbon retained by the system to facilitate inventories. Libraries may elect to receive separate shipments for nursing homes or service them individually out of the large type editions sent in the regular shipments.

The objective of the Novelas Circuit is to provide library service (admittedly limited) to the Spanish speaking population of the Big Country. Percentages of Spanish surnamed individuals in the populations of the 32 counties of the Big Country range from 3.4% to 44.6%. Light novels, preferably photo or comic style novels in Spanish, will be offered in packets of 30 to display on a special display shelf. They will be rotated on alternate months. Signs and press releases will be distributed to help publicize this service.

The objective of the Unserved County project and the Books By Mail project is to serve that segment of the population of the Big Country which has no other access to library materials. One county in the Big Country Library System area has no public library at all. Residents of Throckmorton County have no direct access to library service nearer than Abilene (70 miles from Throckmorton). In addition a number of elderly and handicapped residents all over the Big Country are homebound and unable to seek out library services. The system will continue service to the unserved county, distributing catalogs to all rural and city box holders. Two supplements will later be distributed to users. Catalogs and supplements will also be distributed to all homebound readers we can identify. The service is an entirely free service to users, with the system supplying all necessary postage. The postal carrier picks up and delivers, so the service is as near as one's mailing address. If a patron requests a title or information not found in the catalog, an attempt will be made to supply it from the Extension Collection.

The objective of the Publicity and Public Information project is to inform residents of the Big Country of the library services available to them. Generally useful information and library news will be widely disseminated through Big Country News, the system newsletter. News releases will be prepared by the system staff for distribution to local newspapers regarding system services such as films, book purchases, books by mail, workshops, large print books, and grants received. The system will purchase and distribute plastic book bags with a library promotional design. The system will distribute any appropriate PR materials produced by the American Library Association, or other systems. The system will offer radio and TV spots produced by A.L.A. or T.L.A. to stations in the Big Country. The system also will distribute National Book Week and

National Library Week publicity materials to area libraries. These materials contribute to bright, attractive interiors as well as publicizing libraries. In addition, system bookmarks will be designed, printed, and distributed.

The objective of the Computer Competency project is to provide the opportunity for both library staff and patrons to become "computer literate." The Big Country Library System will undertake a computer literacy project, consisting of a microcomputer, a printer, support supplies and equipment, explanatory manuals, and a reasonable variety of programs which can be duplicated for multiple users in the libraries. These will be deposited in volunteer libraries. Relevant staff members will attend a special training session in its use and care, and formal arrangements will be made for a hot line, trouble shooter backup. Participating libraries will be selected by a drawing at the September system meeting.

The objective of the Literacy project is to provide direct service to those residents who are functionally illiterate, to help them gain those basic reading and mathematical skills necessary to live in today's world. According to the 1980 Federal Census, 62.2% of all Texans over 25 years of age are at least high school graduates, but only 51% of the residents of the Big Country over 25 have their high school diploma. This is reflected in the generally lower economic status of this area as compared to the entire state. In FY86 the Big Country Library System will work with a local organization already providing a literacy program for residents of Taylor County and will also expand the service to areas served by other member libraries. BCLS will supply materials and publicity to support the program. Space will be provided by the participating libraries for classes/tutoring sessions. The actual tutoring will be provided by volunteers. Three tutor training workshops will be held early in 1986 at the participating libraries. Prior to that, the assistant coordinator will make consulting visits to participating libraries to help the librarian develop a plan of action and choose materials for purchase.

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TEXAS PANHANDLE LIBRARY SYSTEM

ABSTRACTS OF SYSTEM PROJECTS

STATE FISCAL YEAR 1986

The objectives of the Administration project are to manage and administer the system grant, to support other system programs, to provide a formal mechanism whereby problem solving abilities of library staffs can be developed, and to stimulate citizen interest and commitment to improving library services. The system staff will continue standard accounting and reporting procedures. Active contact with local library boards, Friends groups and local governing bodies will be made by the system staff. Bi-monthly meetings of librarians, lay representatives, Advisory Council, system staff, and MRC staff will be held to encourage coordination, communication and involvement.

The objectives of the Consulting project are to assist in the development of library programs and services that are new to some or all libraries, to provide expertise for the expansion of library services to unserved areas, to stimulate citizen interest and commitment to improving library services, and to prepare area libraries for automated library services. System staff will provide expertise, advice, feedback, and guidance on an individualized basis through on-site consultation visitations, and in letters and telephone calls to non-member and member libraries. Specific consultation and detailed assistance will be provided to aid the establishment and/or development of public library service in Oldham County and other unserved areas. System staff will provide on-site information to library boards and other citizens interested in library services.

The objectives of the Continuing Education project are to develop library staffs and to expand the base of knowledge of library staffs. There will be a series of three full-scale workshops during 1986 on management of library personnel. In addition, mini-workshops will be held in the area to cover topics best transmitted in small groups. Work sessions will also be held on afternoons of bi-monthly system meetings, designed to focus on either basic library skills or specific problems.

The objectives of the Film Service project are to provide 16mm films for a growing central collection to member libraries free of charge and to provide a variety of 16mm films for in-house and walk-in patron use through continuing the film packet service. Specific approaches to fulfilling the objectives listed above will be as follows: 16mm films from the centralized collection are provided free of charge to member libraries on a "spot booking" basis. Librarians utilize either film request forms to mail in requests, or a system credit card number to call into the Amarillo Public Library, and request films for library programming use or for their patrons. The Audio-Visual Department handles these requests as a part of their regular routine, mailing the films to area libraries. System funds will be used to add approximately 11 new films to the centralized collection. Rotating collections of three 16mm films in packets are also provided to system member libraries for walk-in patron usage. This program helps libraries serve those patrons who need a film for immediate use. The packets rotate on a monthly basis with the films coming into the A-V Department for inspection before being sent on to the next library.

The objectives of the Collection Development project are to increase the quality and quantity of materials in area libraries, as well as to increase the accessibility of materials by allowing each member to use system funds for commercial card sets and/or by providing cataloging information upon request from the MRC. Specific approaches to fulfilling the objectives listed above will be as follows: System Member Librarians will select and order library materials to be shipped to the ordering libraries and paid for with system funds. Librarians must allocate portions of their funds to be spent with the jobber, on direct orders, with Bound-to-Stay-Bound or on a lease plan. Non-fiction and fiction materials may be purchased with system funds. All collection development funds will be cleared by May 15. Collection development funds will be allocated to member libraries according to the formula adopted by the system. Member libraries will also be able to use the MRC's discount with a jobber for use with local as well as system funds. Professional guidance to all public libraries in selection, acquisition, and maintenance of collections and making discarded MRC and books-by-mail materials available on permanent loan are aspects of the Collection Development project available to member and non-member libraries. These activities are carried out through consultations, mailings and the telephone.

The objectives of the **Rotating, Deposit and Extension Services** project are to introduce area residents to new forms of media and to open up neighboring member library collections to people without payment of a non-resident fee. Specific approaches to fulfilling the objectives listed above will be as follows:

Rotating Packets:

Cassette tapes - approximately 60 in each packet, rotate on a six month basis
Sound/filmstrips - 10 sound/filmstrips in each packet, rotate on a four month basis

The packets come back to the system office, where they are checked and mailed on to the next library. Libraries are financially responsible for lost items, but not damaged ones.

Reciprocal Borrowing:

To participate in the Reciprocal Borrowing program, the governing authority of a member library must agree to open its library's book collection to patrons from other participating libraries. Two out of the twenty-one member libraries do not participate. Net lenders are reimbursed from all loans made over a monthly base figure. This reimbursement helps compensate larger libraries, which usually have a higher program volume, for use of their collections by other than local taxpayers. Procedures are in place for alerting participating libraries of badly delinquent borrowers; the system also reimburses libraries for books that are lost by reciprocal borrowers and deemed irretrievable.

Extended Loans:

This part of the project allows a library to borrow up to 200 (300 during Summer reading club months) books taken from duplicates on the shelf from the Amarillo Public Library.

The objective of the Spanish Language Book Circuit project will be to provide suppplementary reading materials to a special segment of the area population. Packets of Spanish language books, 20 books per packet, will rotate among member libraries every four months.

The objective of the Large Print Book Circuit will be to supplement local book collections with materials for the elderly and others preferring a large print format. Packets of large print books, 41 per packet, will rotate among member libraries every four months.

The objectives of the Publicity project are to strengthen public awareness of the role and function of public libraries and to make citizens conscious of the system concept, value and economic advantages of library cooperation. Specific approaches to fulfilling the objectives listed above will be as follows: Press releases and public service announcements describing various system services will be prepared by system staff and distributed to the area, either to librarians or the news media directly. A professional artist is retained on a half-time basis through the system grant. Member libraries send in art work requests to the TPLS office, where the artist's time is scheduled. The artist is also available for art work needed by the system office. One large-scale system-wide publicity effort of benefit to all members, a booth at the annual Tri-State Fair, is annually planned and implemented. For the past several years, the booth theme has echoed the previous summer's Texas Reading Club. The system and local member libraries co-sponsor a bookmark drawing contest using the reading club theme. Winners are locally determined and winning entries sent to the TPLS office for printing; bookmarks are distributed at the Fair. Bookmarks, bookbags, pencils, notepads--produced by the system--are appreciated and can be afforded because the economy of scale a system project offers reduces the unit cost.

The objectives of the Literacy project are to acquire literacy materials, promote literacy programs and the use of library facilities for such programs. Specific approaches to fulfilling the objectives listed above will be as follows: the target area will be the North and East section of Amarillo. These areas have significant percentages of Blacks, Asians and Hispanics as residents. Amarillo College, Amarillo Public Library and the Texas Panhandle Library System will be working together on a tutoring program in the various outlets of Amarillo Public Library. This is an expansion of a program already offered through Amarillo College. In addition, the program will include materials allocations to system members for the purchase of ABE materials and encouragement of the use of the library facilities for tutoring sessions currently being conducted at the local level.

The objective of the Automation project is to continue data conversion of member libraries as a first step toward a shared computer system for an online catalog, circulation control, and resource sharing. The shared computer system to be utilized is that of the Harrington Library Consortium. In SFY 1986, two one-person libraries will be provided minimal hardware consisting of one multiplexer, modem, terminal, barcode reader/wand and necessary cables. Telecommunications and HLC port fees will also be provided for the first year. Training and support of local staff will be provided by System and MRC personnel. Holdings will be inputted into the HLC database. Unique titles will be transferred from OCLC to HLC by system staff.

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CENTRAL TEXAS LIBRARY SYSTEM

ABSTRACTS OF SYSTEM PROJECTS

STATE FISCAL YEAR 1986

The Administration project has the following objectives: (1) coordinate all programs and keep them responsive to the needs of constituents, and (2) ensure that all constituents are able to get full benefit from system programs. Three membership meetings and a series of regional membership meetings will be held for members to discuss goals and their evaluation of current programs. The coordinator will meet with library boards, civic groups and governing bodies to explain system services and to present information and answer questions about library operations. She will also meet with library staff in response to requests for assistance, as a result of observed need, or for orientation of new library directors. The CTLS Newsletter will be published monthly.

The Continuing Education project aims to improve the technical skills of library directors, staff and volunteers. A secondary goal is to provide sufficient hours of continuing education for county librarians to maintain their certification. Five workshops will be presented on specific topics requested by constituents. Three of the workshops will be at the basic level and two will be more advanced. Four of the workshops, those expected to have the widest appeal, will be presented in two locations. One workshop will be presented in four locations. Presentors will include system and MRC staff, other librarians and library educators and public administrators. There will be approximately one workshop or meeting per month. A basic skills institute will be held in the spring for new, untrained library directors.

The Consulting project will provide information and evaluation of local library services as requested by library staff. Two consultants experienced in the areas of adult services, children's services and outreach will be available. They will respond to telephone and mail questions with short answers, detailed information or on-site consulting as necessary. Between them, they will visit each system library once during the year, about three visits per month, and make a total of 150 contacts per month. They will prepare bibliographies and evaluate two individual collections. They will provide additional information through the system newsletter.

The Collection Development project provides an incentive for local expenditures in collection development. It allows small libraries to get large library discounts on library materials. It encourages libraries to purchase quality materials. It also allows the local library to set some individual priorities aside from collection development. Approximately one half of the system grant is divided among member libraries. The allotment formula is based on local expenditures with an inverse population factor. There is a minimum amount of money needed to support a library no matter how small it is. To help offset the fact that small libraries usually have smaller book budgets, the small libraries receive a larger percentage of local expenditures. Libraries will receive subscriptions to two library periodicals to give them access to current book reviews. They are encouraged to use CD funds to purchase retrospective reviewing tools. Since all purchases with CD funds are handled through the system office, purchases are limited to certain vendors.

The **Publicity** project provides member libraries with the materials necessary to improve or maintain public awareness of the library. The program provides support materials for Children's Book Week, National Library Week, and the Summer Reading Club. The program will also respond to requests for specialized materials from member libraries.

The **Film** project augments local services by providing information and entertainment in a non-print format. Each member library receives one 16mm projector and may check out films from the collection. Films are selected for purchase by a committee of system staff and representatives from member libraries. The committee has a volunteer membership and there is no limit on the number who can serve at one time. It is divided into two groups, one to review adult films and one for children's. Purchases are about one third adult films and two thirds children's films, as is circulation. Packets of Christmas and winter films are circulated during December. Demand for children's films will be met in part with packets of children's films for libraries.

The **Spanish Language Book Circuit** project is designed to supplement local collections with Spanish language materials which may have a limited audience. According to census figures, 1.71% of the population in CTLS is of limited English-speaking ability. A collection of Spanish language materials is maintained in the system office. Members may request deposit collections tailored to their needs and for the length of time that they specify. These materials are cataloged by a member of the cataloging staff of the MRC to make them more accessible to the non-Spanish-speaking staff members.

The **Large Type Rotating Collection** project is also designed to supplement local collections materials appealing to a limited audience, in this case the elderly and other persons who might prefer large type editions. Thirty-eight packets for 55 large type books circulate to member libraries for a three month period. New titles are added to the collection periodically. Two new libraries will be added to the circuit with the total collection increasing to 2,000 titles by the end of the year. Additional volumes are available to supplement the rotating collection on request.

Nearly 20% of the residents of CTLS have no more than an 8th grade education. Functional literacy requires an 8th grade reading level. The **Literacy** project will increase the reading level of our citizens. Five libraries will elicit the aid of a community organization in setting up a program of reading instruction in the library. Instruction will be on a one-to-one basis with the co-sponsoring organization taking the responsibility of recruiting volunteer instructors. Publicity materials will be provided by the system. Training for volunteers can be handled on the local level or coordinated through the system office. The participating libraries will establish collections of basic reading materials for new adult readers. They will encourage their own students to use the collection. In addition, they will identify other literacy programs in the area and encourage those instructors to bring their students to the library for an orientation session. The system will provide funds for instructional materials and the basic reading collection. These funds will be distributed on a competitive basis.

The **Automation** project will enable library staff to gain computer experience on a small scale before proceeding to full-scale library automation. Microcomputers will be purchased for member libraries along with software appropriate for library and management applications. Members interested in taking part in the project will write a brief proposal describing what they would be able to do with a microcomputer. The individual library projects may either address administrative uses or public access.

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SOUTH TEXAS LIBRARY SYSTEM

ABSTRACTS OF SYSTEM PROJECTS

STATE FISCAL YEAR 1986

The objectives of the **Administration** project are to develop a planning framework that encourages and documents the participation of members in developing the plan of service, and to administer the plan through the management of personnel, budget and communications. Semiannual meetings of membership and the advisory council will afford members the opportunity to review progress towards the current plan of service and to develop future goals. A structured planning process will be used. Monthly statistics will be collected so that progress can be measured in meeting stated objectives. A newsletter, Currents, will be distributed ten or more times a year.

The objective of the **Consulting** project is to provide on-site and telephone consultation for a variety of technical and administrative problems encountered in libraries. A professional staff member will visit each member library at least once during the fiscal year and will be available at other times upon request. The coordinator will visit each non-member library and unserved county at least once during the fiscal year. Particular emphasis will be placed on collection evaluations and collection development consulting.

The objective of the **Continuing Education** project is to provide opportunities for the continuing education of librarians through STLS sponsorship of workshops and seminars. The continuing education committee will suggest suitable topics for workshops. At least ten contact hours of CE will be offered by STLS annually. When feasible, workshops will be presented in more than one location.

The objective of the **Collection Development** project is to enrich and develop the local materials collections. A primary general jobber will be chosen by the MRC. The collection development formula, written by the Planning Committee, will be used to determine individual library allocations. Fast-fill will be increased by $1,000 over 1983-84 to include funds for limited ILL document delivery. The MRC will receive $8,000 in supplementary funds to develop a specific subject area. Membership allocations will be available after September 1 when workshop credits can be computed. Each library will select its own titles, and STLS will place the orders. Books will be shipped to member libraries; invoices will be processed by the Corpus Christi accounting department. The STLS secretary will spend .3 person/years managing the individual library accounts and solving any problems that may arise. Small fund reminders will be expended through a local retail book dealer.

The objective of the **Reference Back-Up Service** project is to provide assistance in answering reference questions which cannot be answered in member libraries. Reference Back-Up will pay for telephone calls for referral of information requests. Staff will execute a search strategy using the collection of the Major Resource Center, written and telephone inquiries to individuals, agencies and institutions and database searches via Dialog.

The objective of the **Film Services** project is to provide access to a centralized 16mm film collection for the use of libraries in programming and for patrons' home use. The professional librarian will select 16mm films based on suggestions of the Media Committee. Approximately 105 films will be purchased and 10 feature films will be leased for a year. Periodic annotated catalogs of holdings will be distributed to member libraries. The lending policy and sample contract will be incorporated into the catalog. Calls billed to STLS will be accepted for spot booking of films, using the automated media booking system. Each film will be cleaned and inspected before it is loaned. The public relations consultant will produce printed materials and public service announcements, highlighting this program. Viewer statistics will be collected. All purchases and film leasing will be invoiced through the City of Corpus Christi.

The objective of the **Videocassette Services** project is to provide to libraries and to individuals this popular media format. Videocassettes will be selected by the media librarian based on suggestions from the media committee. The focus of the centralized collection will be non-theatrical and classical theatrical titles which will be reserved through the computerized booking system. Packets which will rotate every two months among the participating libraries will be chiefly composed of theatrical titles designated for home viewing. The size of the packets will be increased from 28 to 50 selections when money is available. Thirty-four packets will be in use by August 1986.

The objectives of the **Publicity** project are to publicize the services, resources, and needs of public libraries. Only three member libraries regularly assign staff and budget to public relations activities even though all libraries depend on community awareness for use of their resources and for public and private financial support. The PR consultant will produce high quality, low unit cost materials which will be distributed to members on a per capita basis. An annual report of STLS activities will be published for all members and their advisory boards. On-site consultation will be provided to assist in the formation of Friends' groups and in planning year-long public relations programs to fit individual communities.

The objective of the **Adult Literacy** project is to promote adult literacy through provision of tutoring space, appropriate print and non-print materials, and a supportive environment. The STLS Adult Literacy committee will allocate the materials funds among libraries which express commitment in promoting adult literacy through provision of space, materials and publicity and which will agree to collect appropriate statistics. The Special Services Librarian will provide .1 person/years of collection consultation. The Public Relations Specialist will provide support in creating an awareness campaign of these opportunities and will suggest at least four local displays with a list of materials needed to create them.

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TEXAS TRANS-PECOS LIBRARY SYSTEM

ABSTRACTS OF SYSTEM PROJECTS

STATE FISCAL YEAR 1986

The objective of the **Administration** project is to administer the grant efficiently and according to the Rules and Regulations of the Library Systems Act. Internal record-keeping will continue along present lines. One new feature will be the initiation by the City of El Paso of accounting software which should make monitoring of accounts easier. Four advisory council meetings will be held at various locations during the fiscal year, with an anticipated attendance of at least 85. The assistant coordinator will edit the system newsletter on a quarterly basis.

The objective of the **Continuing Education** project is to provide training to area librarians. Three workshops will be held, one for lay representatives and two for librarians. The continuing education committee will continue to meet and to recommend topics for consideration.

The objective of the **Consulting** project is to provide assistance as needed to area librarians and board members. These persons will contact the system office in person, by mail, or telephone.

The objective of the **Film Services** project is to provide to member libraries an adequate supply of 16mm films--and the projectors by which to show them--in those communities in which there is limited access to such films and equipment. Specific approaches to fulfilling the objective will be: the Library Assistant will provide technical assistance to system libraries by spot-booking films, preparing them for mailing, and providing assistance to film and equipment inventory. All films purchased with El Paso and system funds will be available for loan. The system grant will pay for collect phone calls, film postage, and equipment maintenance. Each member library other than the MRC will be allowed $50 to lease feature films.

The objective of the **Collection Development** project is to continue strengthening print and non-print resources throughout the region. Specific approaches to fulfilling the objective will be: the Assistant Coordinator will visit libraries in the area for consultations. The Collection Development Committee will review policies for selection, including the system-wide plan. This document includes a recommended community background and collection profile, and plan development. Each member library must list its expected areas of concentration and funding for the year. Any deviations from this list must be sent in writing, signed by the library board chairmen, and sent to the system office. Ordering deadlines will also be outlined by the librarians, with a final deadline of July 15. All orders will be sent through the Assistant Coordinator and Acquisitions Section. Funds will be allocated to the MRC on a flat amount basis. Funds for Express Loan accounts in support of ILL will be set aside, as well as for professional book purchases for the system office. Professional periodical subscriptions will be entered for the member libraries (except El Paso) and the system office. At each library's option, up to $1,000 of their individual grants may be spend on subscriptions to periodicals on microfilm or microfiche. A McNaughton Book subscription will be purchased for all member and two non-member libraries, excluding the MRC.

The objective of the Books-by-Mail project is: 1) to provide a specialized book delivery system to scores of persons living in areas isolated from the few urban centers within the Texas Trans-Pecos Library System; 2) to enable persons with language and educational barriers to have access to library materials. Specific approaches to fulfilling the objectives will be: the assistant coordinator will oversee the operations and place all orders for books and supplies. A VOE clerk will handle the mailing and checking-in of materials and requests. She will also fill the basic orders, with the assistant coordinator assisting with orders which require substitutions. A collection of paperback books and catalogs will be purchased from a commercial firm. Besides the annual catalog, three supplements will be issued. Local libraries, again, will be asked to assist with the enrollment of patrons. Spanish language materials for children and adults will be purchased and a printed bibliography enclosed in catalogs. Postage both ways and mailing permit fees will be paid. Mailing bags and address labels will also be secured. A cooperative effort, Dial-a-Book, with the MRC will continue. This service permits telephone requests from those City residents who are homebound. Books-By-Mail catalogs and books are used.

The objective of the Publicity project is to provide basic public relations needs to the small libraries of the system which have few resources to draw upon for production of graphics and library-related publicity. Specific approaches to fulfilling the objective described will be: the Printing Operator will produce publicity items, such as posters, bookmarks, and flyers for the MRC and for the area libraries.

The objective of the Adult Literacy project is to provide instruction and materials to those persons sixteen years and older who have not completed a high school education. Specific approaches to fulfilling the objective will be: the assistant coordinator will serve as a resource person to area librarians in charge of literacy projects and will select and order materials to support the projects. It is anticipated that adult basic education will be the main course of instruction.

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NORTH TEXAS LIBRARY SYSTEM

ABSTRACTS OF SYSTEM PROJECTS

STATE FISCAL YEAR 1986

The objectives of the **Administration** project are to coordinate the activities of the grant program; to monitor expenditures and budget; to supervise system personnel; to do long range planning for the system; to consult with the membership, the Advisory Council, the Assistant Director of the MRC and with TSL on system matters. Specific approaches to fulfilling the objectives above will be as follows: regular system committee meetings, system-wide meetings and advisory council work sessions to provide for member participation in the planning and implementation of system programs; regular staff meetings and review sessions with the Assistant Director of the MRC; complete monthly review of the system budget; site visits to system members; attendance at TSL coordinator meetings; and participation in local, state and national professional organizations. A bimonthly system-wide newsletter will be produced. The Coordinator will also assist in the reorganization of the system into a non-profit corporation. The activities associated with this include assisting the Board of Directors and system committees in drafting policies and procedures; securing appropriate housing; drafting grant proposals; overseeing the move and any other activities identified by the Board of Directors.

The objectives of the **Consulting** project are to respond to requests of system members when the need for selective information is greater than that available from their individual institutions; to provide consulting and professional expertise in selected areas of current events and trends in library science on the federal, state, system and local levels; to provide librarians, staff and lay persons associated with libraries with methods for developing more efficient services to meet the library's administrative and user needs. Specific approaches to fulfilling the objectives will be as follows: consulting and professional assistance will be provided to system libraries via telephone, on-site visits, written communications and meetings. The consultant will be available to make presentations to governing bodies, public service groups and library boards promoting system services and library developments.

The objectives of the **Continuing Education** project are to provide programs that develop the public library services of the member libraries; develop programs for librarians, staff, lay representatives and trustees that deal with the rapidly changing trends in the library profession; to provide educational programs that compliment the programs of the North Texas Library System. Specific approaches to fulfulling the objectives listed above will be as follows: the system will provide a total of eight workshops for use by librarians, staff and lay people that will result in a productive method of service to the individual communities. At least three workshops will be repeated in different sections of the system to allow all members to benefit from this program.

The objective of the Film Services project is to provide a centrally purchased, leased and maintained collection of films for the use of system members and non-members and their patrons. This program is necessary because of the high cost of these films and the inability of any one of our system members to defray the cost within its own budget. System purchase allows for the development of a much broader collection than any other means available to our libraries. Specific approaches to fulfilling the objectives listed above will be as follows: the Media Committee with the assistance of the Media Librarian will develop a five-year collection development plan for film acquisitions, using 1) statistics on use provided by the automated film reservations system; 2) survey of film users as to current and projected subject area needs; and 3) analysis of the current film collection to determine strengths and weaknesses in line with steps 1 and 2. The Media Librarian will preview films and, with the assistance of the Committee, select titles to be added to the collection. Additionally, the librarian and the committee will select feature-length films to be leased for a period of five years. System members will be provided with a catalog of 16mm films owned by NTLS. This catalog will be published annually and updated bimonthly through the system newsletter.

The objective the Collection Development project is to provide assistance in building and enriching the local collections of the system libraries, recognizing the limited resources of most of the libraries which prevent the purchase of adequate numbers of materials to meet user needs. This program is the highest priority of our member libraries. Specific approaches to fulfilling the objective listed above will be as follows: a basic grant of $1,500 will be allotted to each system library. The remaining amount will be distributed according to population proportionally according to the latest census estimates as provided by the Texas State Library. System directors will select library materials, place their orders with Baker & Taylor, and have the invoices forwarded to the system office for payment. Members will select materials and place orders by March 28, 1986. All Collection Development accounts must be cleared by May 30, 1986. Two status reports will be provided to directors by the system office on December 31, 1985 and February 14, 1986. Money remaining after May 30, 1986 will be allocated to the MRC for book purchases that will become available to system libraries through Interlibrary Loan.

The objectives of the Automation project are two-fold: 1) to continue to pursue our goal of a system-wide automated system to facilitate resource sharing among member libraries; and 2) to continue to provide personal computers to those libraries who wish to provide this technology either for in-house management uses or for patron access to commercial databases. The need for this program stems from the limited resources our members are able to allocate to capital purchases of this nature. The libraries who have already received the personal computers are using them for a variety of purposes, among which is to use the Startext electronic mail system to communicate with each other. Specific approaches to fulfilling the objectives listed above will be as follows: with the assistance of the Automation Consultant at the State Library, the NTLS Automation Committee will employ two consultants to do studies in this fiscal year. One study will analyze the telecommunications needs and options for a system-wide automated network. The other study will explore the governance and cost allocation necessary to implement an automated system for the North Texas Library System. The type of system best suited to NTLS's needs has been studied in the Cost/Benefits consultation project completed in FY 1984/1985. In each case the Automation Committee will send out an RFP to consultants to bid on the project to be undertaken, evaluate the bids received, work with the consultants employed and assimilate the study results. The system will let bids for personal computer packages to include a 98% IBM compatible computer with at least 256K internal memory, dual disk drives, letter quality printer, 1200 baud modem, initial diskettes and at least two program packages. Computer packages received will be allocated to member libraries in priority order decided upon the the Automation Committee as a result of a Spring, 1985 survey of member libraries.

The objectives of the **Videocassette Rotation** project are to 1) act as an incentive for the development of local video collections, 2) act as a rotating base collection for member libraries and 3) to supplement local video holdings. The need for this program stems from the limited resources of most system members which prevents the purchase of adequate amounts of materials to meet patron needs. The demand for this service has grown steadily and the success of the program can be seen in the number of member libraries who are now attempting to build videocassette collections of their own. Some members are using a portion of their collection development funds for this purpose. Specific approaches to fulfilling the objectives listed above will be as follows: each participating library receives a packet composed of at least 23 videocassettes and four video games every other month. These are loaned under local circulation policy and procedure to patrons who have signed a contract accepting responsibility for any videocassettes loaned to them. At the end of the two-month period, the packet will be sent to the next library in the rotation. The Media Librarian, in consultation with the Media Committee, will purchase replacements for the videocassettes lost or damaged in rotation. In addition, the Media Librarian will be responsible for the review and repair of the videocassettes in the packets rotated to the system office and for the maintenance of the packet listings received by each participating library. The system will purchase 98 portable videocassette players which will be offered equally to the membership of the system. These players are to be circulated by the member libraries in order to make the videocassette collection available to those patrons who cannot afford to purchase their own VCR equipment. If a library does not wish to receive the players, the remainder will be offered to those members which have branch libraries.

The objectives of the **Publicity** project are to heighten the profile of the member public libraries within the North Texas Library System; to provide information on current events and trends in library service on the national, state and system levels; to assist the member libraries with developing public information services and materials that meet the individual library's needs. Specific approaches to fulfilling the objectives listed above will be as follows: the consultant, in consultation with the Publicity Committee, will design, purchase and supply to each library member promotional items of a generic nature which shall promote library service (i.e., pencils, napkins, cups, etc.). The system will provide a basic grant of $100 in credits to each system library to be used in the purchase of graphic and/or printing services for local promotional activity centering around the Texas Sesquicentennial. The system button machine will be made available to libraries with button materials available on a cost recovery basis.

The objectives of the Adult Literacy project are: 1) to advance system member's expertise in the area of adult literacy; 2) to provide funds for system member library involvement in adult literacy programs; 3) to encourage the development of training programs that target adults who are functionally illiterate; 4) to enhance the current programs already in operation; and 5) to assist system members in developing their adult literacy collections. The need for this program stems from the large number of illiterates in the North Texas Library System service area. For many the lack of education has contributed to the illiteracy and for others whose cradle language was not English and who have difficulty functioning in an English-language environment. Specific approaches to fulfilling the objectives listed above will be as follows: system will make available a sum of $26,366 for grant proposals not to exceed $2,000 each. In order to qualify, each applicant must 1) be a member of the North Texas Library System; 2) outline a specific program to include classes and/or tutoring that targets a need in adult literacy; 3) develop the adult literacy collection with appropriate support materials; 4) create library displays to attract people; 5) advertise the program; and 6) keep detailed record of the number of participants, classes, tutoring sessions, etc. to document services to the disadvantaged. Funds will be appropriated to those libraries agreeing to the above stipulations and which meet, in the opinion of the Adult Literacy Review Board and the Advisory Council, criteria relating to appropriateness of goals, creativity and originality, feasibility of endeavor, reasonableness and appropriateness of budget and significance or benefits to targeted groups.

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NORTHEAST TEXAS LIBRARY SYSTEM

ABSTRACTS OF SYSTEM PROJECTS

STATE FISCAL YEAR 1986

The objectives of the **Administration** project are: a) to manage the NETLS fiscal year program from its development through its completion and evaluation; b) to provide a bimonthly newsletter to keep all units apprised of system news, members' news, and statewide and national news not readily available from other sources; c) to encourage the involvement of member librarians, their staffs, lay representatives, and advisory council members in all aspects of the NETLS program; and d) to improve library services throughout the area through the NETLS program and through the inevitable sharing of interests and expertise when various groups gather, and by encouraging non-members to become members. The coordinator supervises all NETLS staff in carrying out projects and evaluating them. Lateral communication is encouraged through geographic committee meetings and through telephone credit cards supplied by the system to each library and to advisory council members.

The objectives of the **Consulting** project are: a) to improve library management, services, funding and automation by providing consultation services to library staffs, trustees and Friends upon request; b) to improve library collections by providing evaluation services and by assisting in the development of materials selection policies and collection development plans; and c) if consulting expertise is not available on the NETLS staff, to provide a method for a member library to use up to $2,000 of its collection development funds to employ an outside consultant to provide the necessary service. Consultation services will be provided upon request on-site, by telephone, or by mail. When the need is observed, consultation will be given without request. Expert consultants can also be employed. Each member library will be visited at least one time during the year.

The objectives of the **Continuing Education** project are 1) to provide continuing education experience for library directors, library staffs, lay representatives, trustees, and Friends; 2) to provide basic library management information to those with no previous library experience. At least five day-long workshops will be developed and presented, each in two locations. Three of the workshops will be based on topics voted for by membership and lay representatives in late summer before the fiscal year begins. The remaining two workshops will be on literacy and cable television production. Workshop presentors will be contracted with to provide at least four of the five workshops. An additional one or two mini workshops may be presented in the afternoons of system meeting days if the schedule and need develops. Insofar as possible NETLS and NTLS plan continuing education programs cooperatively to avoid duplication of subject matter and to offer libraries in both systems a wide range of continuing education opportunities.

The objectives of the **Film Services** project are: a) to provide a 16mm film collection for the use of member library staffs and their patrons; b) to provide a limited number of commercially produced 1/2" videocassette tapes of titles that are not available in 16mm format and that have public showing rights; and c) to maintain membership in the Television Licensing Center and to, thus, be able to off-air tape, at a cost, certain television shows for the film collection or for member libraries to purchase with their collection development funds. NETLS member libraries and their patrons have access to approximately 1,300 16mm films and a small number of videocassettes located at the system headquarters. Items may be booked by mail or phone. Inventory, booking information and an online catalog are maintained through an automated booking system available to NETLS as a result of a contract with Region 10 Education Service Center in Richardson. NETLS maintains a reciprocal borrowing agreement with the North Texas Library System in Fort Worth which permits member libraries of each system to draw from both media collections.

The objective of the Collection Development project is to supplement the book budgets of system member libraries. The project includes system jobbers' discounts on books and audiovisual software as well as a technical processing discount. The system contracts extend to member's purchases with local funds as well as purchases with system funds; in almost every case the system discounts are much better than local libraries could obtain. Each member library is allocated an identical small amount for audiovisual materials. Collection development allocations are based on a formula approved by membership and the Advisory Council. Collection Development allocations may be used for printed materials; however, if a member library has: 1) two volumes per capita or 2) a local materials budget that matches the system allocation then the allocation may be used for non-print materials, equipment, an Expert Consultants' grant, or partial OCLC subscription fees and use charges. Members make decisions on the use of their collection development funds in mid-summer for the next fiscal year. The collection development librarian is responsible for supervising the collection development allocations.

Objectives of the Publicity project are to: a) broaden public awareness of libraries in general; b) help promote an enlightened view of libraries and NETLS on the part of local governmental officials; c) enhance local library publicity and programming efforts; d) promote awareness of NETLS and its services. Publicity assistance for local libraries will include: publicity materials for National Library Week and Children's Book Week, bookmarks and posters promoting libraries in general; the NETLS slide/tape presentation; the NETLS informational brochure; purchase and distribution of plastic book bags with the slogan "Your Library is a Member of the Northeast Texas Library System;" news releases for NETLS programs and workshops.

The objectives of the **Automation** project are: a) to provide an environment and procedures that encourage sharing among all libraries; b) to seek professional assistance in developing governance policies and cost allocation plans that will allow for the sharing of materials through current technology; and c) to continue encouraging the use of the established resource sharing microfilm, containing the partial holdings of 19 member libraries, until such time as a better methodology can be developed. A cost analysis of various automated sharing models will be completed by King Research, Inc. in August 1985. In the meantime, the NETLS Staff and the Automation Committee will have, with the help of the State Library's Automation Consultant, prepared an RFP for a two month study on governance and cost allocation among member libraries and the System. If a decision is made, following the results of this report, to continue the project, the rest of the fiscal year will be spent in acquiring approval from various governmental entities and in developing the necessary RFP's to implement the project.

The objective of the **Rotating Large Print Book Collection** project is to enable participating libraries to provide a continuously changing and wider selection of large print materials to patrons who cannot read standard size print materials. Approximately 765 member libraries will participate in this project in FY1986. New titles will be selected to make up additional packets and to increase all packets to 30 volumes. A collection will remain in a library for two months and is then mailed to the next library as a new packet is received. The Collection Development Librarian is responsible for the selection of materials and for supervising minimal processing before materials are put into use. In FY1984 a survey was taken to determine the types of large print materials most circulated. Selections will follow the results of that survey.

The objectives of the **Videocassette** project are to 1) provide information and entertainment in the videocassette, VHS format to users of member libraries; 2) help administrators of member libraries determine if there is a need for a local videocassette collection; or 3) help augment member libraries' present videocassette collections. In FY1986 73 member libraries will participate in the project. There will be purchases of new cassettes to make 27 titles per packet. Packets will remain in a library for two months and then be exchanged. Local libraries set their own policies and procedures for circulation of these videocassettes, which are for home use only.

The objectives of the **Cable Programming** project are to equip NETLS member librarians to effectively use cable's public access channels to get the library's message to the public and/or to provide information to the public. The Film/Cable Librarian is available for consultation regarding use of cable. If members do not initiate requests for the service, she will initiate visits. There will be one workshop on some facets of cable programming and/or video production.

The objectives of the Literacy project are: 1) to provide mini-grants to help support existing literacy projects that are locally co-sponsored by public libraries and are housed in the libraries; 2) to provide a workshop, in two locations, that will inform and encourage additional public librarians to see co-sponsorship of local literacy projects. NETLS will provide two workshops to encourage public libraries to provide literacy projects in cooperation with other local agencies. NETLS will make competitive mini-grants of $4,380 each to eight member libraries with existing projects. The Continuing Education Librarian will visit at least six of the projects that receive grants. A written report will be made on each project.

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HOUSTON AREA LIBRARY SYSTEM

ABSTRACTS OF SYSTEM PROJECTS

STATE FISCAL YEAR 1986

The purpose of the **Administration** project is to provide a means to administer and coordinate the system program, services and related budget and to upgrade the quality of library service in member and non-member libraries through consulting activities of the system staff. An important aspect of this project will be on-site consultation visits by Houston Area Library System staff to member and non-member libraries. These visits will be used to develop and maintain contact with the personnel of system libraries and community officials. The Coordinator sits on the MRC Administrative Council and acts as liaison between the System and the MRC Administration. The System staff will encourage participation of the Houston Area Library System member libraries in the annual planning and budget preparation process and in the ongoing decision-making process of the Houston Area Library System through an annual needs assessment survey, through contacts by telephone and written correspondence, through geographic planning meetings, and through two regional and one annual meeting attended by librarians and lay representatives. System member librarians and lay representatives are asked to serve on the System Planning Committee, the Automated Systems Committee, the Film Library Committee, the Continuing Education Committee, the Area Library Collection Development Committee, the Literacy Committee, and various other committees established as needed in order to provide the System staff with direction and counsel in the administration of the Houston Area Library System. Each committee will meet at least once a year. The Assistant to the Coordinator will edit and produce a bi-monthly newsletter which will circulate to approximately 650 library board members, lay representatives, librarians, appropriate city and county officials, and interested citizens of member and non-member libraries to communicate System and other professional activities.

The purpose of the **Consulting** project is to upgrade the quality of library service in member and non-member libraries through on-site consultation visits by subject specialists. The consulting services of the Houston Area Library System will provide on-site technical assistance to all member libraries by subject specialists. Working with the system staff, member libraries will identify needed areas of consultation and request an appropriate consultant through the system office. Specialists will be contracted with in order to improve the quality of library service in member libraries and to continue the professional development of the requesting member libraries' staff. Consultation will be available in the areas of collection development, public service, programming, administration, building programs, and related areas. The consultants will provide written reports with their recommendations for each library they work with. System staff will also provide regular consultation support to the libraries by phone and on-site visits. A collection of materials to support this activity will be purchased and housed in the System office for staff and libraries' use.

The purpose of the **Continuing Education** project is to upgrade the quality of library service in member and non-member libraries through continuing education activities. In the annual needs assessment survey, 47 of the 48 respondents

(98%) said that members of their staff had attended at least two workshops/seminars presented by the Houston Area Library System each year. Continuing education opportunities will be developed by the system staff through a series of workshops and seminars. Workshops or seminars will be presented by recognized specialists in program areas requested by member libraries. Seminars produced by the Houston Area Library System will be presented on the practical aspects of library service. Seminars will be held in several locations throughout the system to facilitate greater attendance. The seminars and workshops will cover topics appropriate to Community, Area and MRC library development. The topics presented each fiscal year are determined by the rankings received by various topics in the annual needs assessment survey and by the Continuing Education Committee. A small amount of money has been budgeted for the purchase of books related to the workshops to be distributed to participants for additional information.

The **Film/Video Services** project will continue to provide a significant collection of educational and recreational 16mm films and videocassettes for use by patrons and member libraries of the Houston Area Library System. The film collection will purchase 35 duplicate copies and replacement copies of 16mm films currently housed in the film collection and will acquire 165 new film titles not yet owned by the Houston Area Library System Film Collection. An ongoing film rejuvenation program will allow for the rejuvenation of approximately 50 films. Approximately 140 educational videocassettes will be added to the film collection. All of the films will be available for spot-booking to member libraries. An updated film catalog will be produced so that each member library will have access to the current holdings of the Houston Area Library System Film Library. A quarterly title supplement will be distributed to all members. Film catalogs will be distributed to member libraries on a per capita served basis. Approximately 800 copies of the catalog will be purchased for distribution.

The purpose of the **Collection Development** project is to improve the quality of library collections throughout the Houston Area Library System. The Major Resource Center of the Houston Area Library System will receive a collection development allocation to strengthen its total collection in order to serve as a resource for all of the Houston Area Library System members. The funds will be allocated based on the collection development formula. Area libraries will receive a collection development allocation based on the allocation formula. Guidelines for expending these funds were developed by the Area Library Collection Development Committee. The Acquisitions Department of each Area Library will verify receipt of the materials and the Controllers office of the City of Houston will pay for the materials with the Houston Area Library System grant funds appropriated for this purpose. Community libraries will receive a collection development allocation based on the allocation formula. Each Community library will receive materials selected from subject lists prepared by the Houston Area Library System Administrative staff in consultation with subject specialists and the Community Library Collection Development Committee. The materials will be discussed at the annual Community Library Collection Development Workshop. A Community library with a particularly large allocation may go beyond the selection list as is necessary to expend its allocation. However, every effort should be made to purchase materials from the list. Materials not purchased from the list should be consistent with the guidelines established by the Community Library Collection Development Committee. Each system member library and branch facility of each system member library will receive a microfiche catalog of the Houston Public Library's catalog as an aid in performing the Interlibrary Loan function and as a cataloging aid.

The purpose of the **Automated Systems** project is to provide increased public access to the books and other informational materials available in the Houston Area Library System and to assure efficient utilization of library services and materials. Libraries in Pasadena, Beaumont, Baytown, Houston, Galveston, and Harris County will continue to circulate. Port Arthur, Fort Bend and Montgomery County Libraries will begin full circulation. Libraries in Friendswood, Deer Park, Livingston, Nacogdoches, Wharton County and Orange will continue to access materials on a dial-up basis. HALS/CAN will continue to provide all users with full MARC records of all titles cataloged by the Houston Public Library. HALS/CAN will continue to provide overdue notices to user libraries circulating materials. The continuation of the program will include the purchase and installation of equipment when necessary to support and expand the automated circulation system and to maintain the database and satisfactory response time. The system will continue to purchase the TANDEM/ALIS/E System. Equipment purchases for FY 1986 will include two (2) processors with 4 MB memory, one (1) terminal patch panel, one (1) asynchronous controller with two (2) extensions, one (1) pair of disc drives, and one (1) disc controller. The final payment on the Tandem equipment purchased in 1982 will also be made. Two Texas intrastate WATS lines will continue being provided. One is for long-distance dial-up users and the other allows users to call in toll-free to report terminal problems. Training will be provided by six TANDEM classes, three basic classes for new hires and three advanced classes for senior operators. Appropriate training will be provided to member libraries by the HALS/CAN Staff.

The **Video Package** project was initiated in September of 1983 with the selection and purchase of approximately 3,700 feature length videocassettes to be circulated to 25,000 library patrons. These cassettes were placed in packages and rotated to member libraries every three months. Increasing public interest in having these materials available from the public library was a major factor in the decision to fund a rotating videocassette package project. It will serve as a pilot project to allow member libraries to determine if the expenditure of local funds for this type of material is appropriate. The purpose of this project is to continue to fund the project begun in FY 1983-1984 until its effectiveness can be evaluated. Videocassettes will be purchased and added to each rotating video package. Libraries serving populations of 10,000 or less will receive packages containing approximately 10 new videocassettes to be added to the existing packages. Libraries serving populations of 10,000 to 25,000 will receive packages containing approximately 20 new videocassettes to be added to the existing packages. Libraries serving populations of 25,000 or more will receive packages of 25 new videocassettes to be added to the existing packages. Branches of Houston Public Library and Harris County Public Library will receive packages of approximately 20 cassettes per branch. Houston Public Library, Harris County Public Library, and Brazoria County Library will rotate the cassettes between their branches. Member libraries will rotate the packages among themselves every three months.

The purpose of the Literacy project is to provide library and classroom materials to support existing literacy programs in member libraries of the Houston Area Library System. The participating libraries will provide classroom space and work with other agencies to provide classes and tutorial sessions in basic literacy and English as a second language. The participating libraries are required to submit a schedule of planned classes and tutoring sessions in the library. They must create library displays and plan advertising to attract participants and they must purchase both consumable learning materials and appropriate support materials for the project. Interested libraries will submit a literacy grant application and proposed budget to the Houston Area Library System. Members of the HALS Literacy Committee will review all applications. Applications will be selected based on the following criteria: attendance at a literacy workshop, evidence of local support, the illiteracy rate in the community, and the amount of system literacy funding available.

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WEST TEXAS LIBRARY SYSTEM

ABSTRACTS OF SYSTEM PROJECTS

STATE FISCAL YEAR 1986

The objective of the **Administration** project is to perform those operations of the West Texas Library System which fulfill the administrative responsibilities outlined in the Libray Systems Act. WTLS staff will be responsible for budget preparation, fiscal management, personnel management, purchase management and contract management. WTLS staff will conduct meetings of the advisory council and system committees which assist in planning and evaluation of system services. WTLS staff will prepare program evaluations, quarterly and annual expenditure reports and monthly statistical reports. To promote communications, WTLS staff will publish the bi-monthly newsletter *In the Wind.* WTLS staff will provide bookkeeping services to maintain cost-effective operations.

The objective of the **Continuing Education** project is to provide opportunities for continuing education to the staffs of 32 system-area libraries by planning and conducting workshops on all aspects of library administration. The system staff will, with the advice of the continuing education committee, plan, promote, and conduct two mini-workshops in several locations in the fall and in late spring, and a major two-day workshop to be held in early 1986. The system staff, in cooperation with the three other West Texas systems, will co-sponsor a West Texas Advisory Council Conference in October, 1985. System staff will be involved with the planning and promoting of the conference and two staff members will attend.

The objective of the **Consulting** project is to provide on-site and other forms of technical assistance to 32 system-area libraries, their lay boards, and governing bodies in all areas of library administration, to provide information, by mail, telephone, or by other means to the staffs of 32 system-area libraries, their lay boards and governing bodies, and to provide consulting assistance to citizens and/or governing officials who might wish to plan for the initiation of library services within the 29 counties of the West Texas Library System. Regular planned visits will be made to member libraries to facilitate communication and to build cooperation, as well as to undertake specific consulting tasks. In addition, the professional staff will be available, on request, to provide on-site consulting services or to provide information by mail or by phone to all system libraries.

The objective of the WTLS **Film Services** project is to supply, on a shared basis, film hardware and software to meet the audiovisual programming and circulation needs of member libraries. Specific approaches to fulfilling the objective will be as follows: packets of 16mm films will rotate among system member libraries on a monthly basis. In addition, a spot-booking collection will be available through the system office. A film budget of $32,071 will purchase approximately 83 new and replacement films for the project in FY 1986. Work will continue in FY 1986 to input system film holdings into the OCLC database in anticipation of future inter-system sharing of audiovisual resources.

The objective of the **Collection Development** project is to supplement the book budgets of WTLS member libraries. Specific approaches to fulfilling the objective will be as follows: system member librarians will select library materials to be ordered by system personnel, shipped to the ordering library, and paid for with system funds. Purchase of non-fiction books, purchase of current and popular titles, a book leasing plan, a paperback book purchase plan, and purchase of professional library periodicals will all be available as options for expenditure of collection development funds. Book and periodical orders and lease plans totaling $183,653 will be purchased with system funds, a 12% increase over monies budgeted for this purpose in FY 1985. Funds will be allocated according to an incentive-equalization formula in which 30% of available funds are divided equally among member libraries and 70% on a per capita basis, and in which no library receives an allocation greater than its own book expenditures in the latest completed fiscal year.

The objective of the **Unserved Counties** project will be to provide books-by-mail services to the citizens of King, Borden, Loving, and Glasscock Counties. The need for these services stems from the fact that the approximately 2,716 persons residing in these counties have, at present, no convenient access to public library services. Specific approaches to fulfilling the objective listed above will be as follows: Boxholders in the four counties will receive a catalog of paperback books in the spring from which they will be able to mail requests to the system office. Three supplemental catalogs will be supplied thoughout the course of FY 1986. For the long term, WTLS will continue its plan to fund the service until the end of FY 1986; after which time participation by the counties themselves will be sought in funding the project.

The objective of the **Publicity** project is to purchase or produce materials publicizing local library services and system services for distribution to the member libraries of WTLS. Specific approaches to fulfilling the objective will be as follows: Promotional materials such as bookmarks, posters, radio and television spot announcements, etc., will be purchased or produced and distributed to member libraries for their use in promoting their services to the public. Additional materials describing and promoting system services will also be produced and distributed.

The objective of the **Spanish Language Book Circuit** project is to allow WTLS participating libraries the opportunity to experiment with provision of adult Spanish-language paperback books. The need for this program is created by the fact that while persons of Hispanic origin constitute approximately 23% of the population of WTLS (1980 census), many of the libraries have lacked the means to serve that population on any proportionate basis. Specific approaches to fulfilling the objective will be as follows: Spanish language books will continue to be purchased for libraries participating in the program. Packets will contain approximately 40 paperback books each and will rotate among the circuit participants every two months. Approximately 190 books will be purchased with $1,957 budgeted in FY 1986 for this purpose.

The objective of the **Automation** project is to undertake activities designed to demonstrate varied applications of computer technology in libraries. Specific approaches to the objective will be as follows: the microcomputer demonstration project that was initiated in FY 1983 will be continued on a request basis in those libraries not owning a microcomputer. Another component of the Automation Program in FY 1985 will be to support the demonstration of reference database searching in the two larger libraries in WTLS (Lubbock and Midland), none of which currently offer this service to their patrons. This service will be expanded in SFY 1986 to include the Howard County Library, Big Spring. WTLS will make payments to the AMIGOS Bibliographic Council to cover the annual fee ($100) for each library for this service, and to purchase $1,500 worth of database services for Lubbock City-County Library and to purchase $1,000 worth of database services for the Midland County Library and $500 worth of services for the Howard County Library.

The objective of the Literacy project is to cooperate with agencies which are working to combat illiteracy in the WTLS area, by offering library space and support materials for classes and a publicity program to advertise these classes. Using the plan of the first-year pilot program at the Lubbock City-County Library, similar services will be offered at the libraries in Midland, Odessa and Plainview. The participation of these libraries was determined after distributing a literacy survey. The bulk of the funds will be used for collection development in these locations, since publicity materials have already been produced in the first year of the project. System staff will compile a bibliography from materials purchased by the Lubbock City-County Library and will purchase the collection for each participating library. It is hoped that the programs will become well enough established to continue to be self-perpetuating after the funding period has been completed.

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SAN ANTONIO AREA LIBRARY SYSTEM

ABSTRACTS OF SYSTEM PROJECTS

STATE FISCAL YEAR 1986

The objective of the **Administration** project is to assure the administration of the grant funds in an efficient and cost effective manner. An administrative and grant management office requires staff and overhead expenses to enable the general planning, budgeting, grant administration, personnel management, system communication, and evaluative reports to be handled in a timely manner. The project, which will be ongoing throughout the year, will include grant administration, personnel management, general office operation and production of the system newsletter. Attendance at business and professional meetings for professional staff and travel for the Advisory Council, postage and telephone will all aid in keeping system librarians informed and aware of grant and system activities, news and regulations. Two professional journal subscriptions and the San Antonio Public Library catalog of microfiche will be provided each system library to assist in their ordering, cataloging, and Interlibrary Loan request verification. Evaluative reports will be submitted as scheduled in the State contract. A monthly newsletter, detailing system activities, and providing current news and professional information will be distributed as widely as possible.

The objective of the **Consulting** project is to provide professional consultation and support on all matters related to the libraries in the system service area. In order to provide regular consultation with the system libraries, consultants will visit each library three times a year for on-site consultation. An agenda will be drawn up in advance of a visit, and a follow-up report placed on file. Consultants are also available for a special consultation as requested, when particular problems arise and when new library directors are appointed. The travel budget was slightly increased this year to permit longer consulting visits to those libraries requesting one. Consultation by telephone and by mail will be available continuously. Consulting activities to Real County will continue to provide assistance in establishing a means to provide local library service with materials that meet the needs of a rural, sparsely populated county. The Collection Development Consultant will evaluate three collections, to include not more than one non-member library, selected by the Advisory Council at the Fall meeting when it reviews the status of service to non-member libraries. A collection of professional books and pamphlets will be available for loan from the system office to provide system librarian's needs for material on library administration, programming, and management. A catalog of the collection will be published and distributed to all system libraries.

The objective of the **Continuing Education** project is to provide continuing education opportunities in order to train and inform system librarians of current information to assist them in administering their libraries. To provide training opportunities, three full-day workshops, one mini-workshop series, and a Basic Skills Institute in cooperation with the Central Texas Library System will be provided. Topics to be covered at workshops were decided by agreement among system librarians through a questionnaire and by vote at Geographic

Committee meetings. Specific dates will be scheduled with the speakers at a later date. Another aspect of this project will be the use of the video production equipment purchased in FY 84 for three primary purposes: library staff and volunteer training, such as videotaped continuing education workshops; library user orientation, such as how to use the databases; and recorded library programs, such as puppet shows and story hours. The programs to be produced will be determined by a committee comprising MRC staff and the Media Consultant. Training in use of the equipment will be provided by those already trained in its use in FY 85 and from other local sources, as needed. The MRC will serve as the base for the video production equipment and as the distribution center for the videotaped programs. A listing and description of available programs will be provided in the system newsletter to be distributed to all libraries in the system service area. The MRC will provide publicity for the programs to its staff and users through local communication channels. The taped programs will be used in system libraries, and, if the quality warrants, will be aired on cable television.

The objective of the **Collection Development** project is to strengthen the book collections of the system libraries by providing professional guidance and support in selecting titles and offering substantial discounts on cooperative book purchases. The Collection Development project will consist of two major components: General Book Purchasing and a Specialized Book Purchasing project. Bibliographies will be provided as needed to support the project by the Collection Development Consultant. In the General Book Purchasing project, system libraries will select library materials to be ordered by system personnel, shipped to the ordering library, and paid for with system funds. Purchase of quality titles to meet local needs for general collections and for disadvantaged populations may be ordered. Catalog cards and processing costs may be included. Orders representing 50% of the allocation will be due on November 1. The remainder will be due on April 1. In the Specialized Book Purchasing project, each library will be allocated funds at one of three levels according to the population served. Libraries with 20,000 population and over will receive $1,100 each; libraries serving populations from 10,000 to 19,999 will receive $900 each; and libraries serving populations under 10,000 will receive $700 each. Each library must submit a proposal to receive their allotment. The proposals require that each library use the program to improve a particular section of the book collection, justifying their need in the proposal. The Collection Development Committee will review the proposals. Changes in those proposals which do not adequately follow the guidelines will be requested, and the Collection Development Consultant will be available to provide support and assistance in developing the proposals and book orders. The written proposals will be due October 1, 1985 and the book orders will be due not later than February 1, 1986. The MRC will expend $20,100 on in-depth collection development under the Specialized Book Purchase project, but the MRC will not be required to submit a proposal. The SAALS Coordinator, in cooperation with the MRC Director, will determine the area of need.

The **Automation** project will consist of two components. One will provide on-line searches in response to reference queries made at the Major Resource Center and through Interlibrary Loan for system library patrons. Searches will be conducted by library staff and patrons themselves. The second part of the program is the purchase of two microcomputers for use in two system libraries to be used for administrative functions. Libraries will demonstrate local commitment to the project by supplying the software and work-station furnishings. There will be two approaches to providing access to on-line databases in this ongoing project. Searches of a database through a commercial vendor will be conducted at a patron's request and librarian's recommendation, when appropriate search tools are not available or would not be the most efficient method of locating the information needed. The first ten dollars of the cost of the search will not be charged to the MRC patron, but any charge in excess of this amount will be payable and returned to the grant project. Use of the on-line databases for system library requests will be determined by the Interlibrary Loan librarian and no charge will be made. On-line microcomputers will be available for patron access in the San Antonio Public Library. Patrons will pay $2.50 to do each search. The money will be returned to the grant as project income. The Interlibrary Loan librarian may, at her discretion, use these databases to search for information for the System libraries, and no charge will be made to those libraries. Professional staff at the MRC will conduct searches under the grant program and will provide a basic introduction to on-line searching for the benefit of other system librarians. It is intended that this information will permit staff in libraries outside San Antonio to interview their patrons and assess their information needs more expertly, with a view to obtaining the information required on-line when appropriate.

The **Publicity** project is designed to publicize system library activities through centralized projects that can be used by all system libraries. While few libraries can afford a publicity program, this project has been rated as a low priority service from the systems office. Of the publicity services offered to the system libraries, the plastic bookbags were rated as the most effective and will be made available to all system libraries by extending the popular program started in FY 81. The button-making machine, purchased in FY 83, will continue to be made available to system libraries. Equipment for making signs is located in the system office. Libraries may request signs to be made.

The objective of the **Rotating, Deposit and Extension** project is to make available 35mm filmstrips of high quality and varied subject matter to all library users in the system service area. Specific approaches to fulfilling the objective listed above will be as follows: placing general interest filmstrips already in the collection on a circuit. Libraries will be given the option to join the circuit but will not receive postage reimbursement. Approximately 12 libraries will participate on the circuit which should encourage use at these libraries and assist the system in meeting its objectives. Each packet will consist of approximately 10 titles and the packets will rotate every month. The remaining filmstrips will form a special interest in-house collection that will be spot-booked. As in FY 1985, no additional filmstrips will be purchased due to financial constraints and a higher priority given to other non-print format by system libraries. A filmstrip catalog will be prepared and distributed to system libraries by the Media Consultant.

The objective of the **Videocassette Services** project is to make available videocassettes of high quality and of varied interest areas to all library users in the system service area. Specific approaches to fulfilling the objective listed above will be as follows: interested system libraries will participate in a videocassette circuit implemented in FY 85. Participating libraries will receive postage reimbursement. Additional videocassettes will be purchased to develop more packets to serve libraries added to the circuit and to expand the number of titles in each packet. The packets will rotate on a monthly basis. The videocassette selection policy developed by a committee of system librarians in FY 84 will be used by the Media Consultant in these purchases. Additional mailing containers will be purchased. The circuit materials budget is 50% more than FY 85. The San Antonio Public Library will purchase videocassettes to strengthen its collection to be made available to local patrons and to patrons of all other system libraries through spot bookings. The videocassettes will be distributed throughout the main library facility and its 15 branches. Funding is increased 117% from FY 85 to allow for branch collection development. A catalog of the circuit videocassettes will be prepared and distributed by the Media Consultant. The San Antonio Public Library staff will provide updates to their video catalog for system libraries.

The **Literacy** project will assist four individual member libraries and a County Library System to provide their facilities and support for the tutoring of adults who are functionally illiterate. This is a continuation of a project started in FY 1985. Four libraries were chosen for FY 85: San Antonio Public Library, Eagle Pass Public Library, Crystal City Memorial Library, and Val Verde County Library because they had an ongoing or potentially viable project and high rates of illiteracy. For FY 86, three libraries will continue to be funded and the four libraries of Atascosa County (Jourdanton, Lytle, Pleasanton, Poteet) will join the project as a county system. San Antonio Public Library will designate $20,000 of its portion of the State Grant to purchase materials for its ongoing Literacy project. The Collection Development Consultant will be in charge of the project. All libraries will be visited at least once by the consultant for the specific purpose of working with them on the Literacy project.

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TEXAS STATE LIBRARY
LORENZO DE ZAVALA STATE ARCHIVES AND LIBRARY BUILDING
BOX 12927, AUSTIN, TEXAS 78711

Texas State Library
and Archives Commission

Dorman H. Winfrey
Director and Librarian

M E M O R A N D U M

TO: Interlibrary Loan Center Directors
System Coordinators
Interlibrary Loan Librarians

FROM: Edward Seidenberg, Manager
Texas State Library Communications Network (TSLCN)

DATE: December 16, 1985

SUBJECT: Guidelines for FY 1987 Interlibrary Loan Contracts

As required by state grant management regulations, public libraries must submit a grant application in order to receive an interlibrary loan contract. Your completed application should be received by March 3, 1986. Please contact me if your application will be late. This will allow time for the applications to be reviewed and processed. By June 1986, I will notify you of the staffing and budget levels I am recommending for FY 1987.

These guidelines are prepared in accordance with Attachment M, Office of Management and Budget Circular A-102, and the Uniform Grant and Contract Management Standards promulgated in August, 1982 by the Governor's Office of Budget and Planning.

You should budget for a one-day trip to Dallas for AMIGOS training and two one-day trips to Austin for TSLCN meetings. The cost of TLA attendance was becoming too large in proportion to the benefits to the service program. Also, the schedule at TLA was so busy that it was difficult to find the time and space to hold a meaningful meeting.

In addition to submitting this application, we ask that you submit the required Financial Status Reports (Forms 269 and 269a) for your FY86 contracts as close to their March 25, 1986 deadline as possible. These forms contain valuable financial data which is helpful in projecting the budget for the following year.

The State Library staff hopes that you will carefully reconsider the need for and functions of each staff position in this program. In the past year, major enhancements have been made to the ILL subsystem (e.g., constant data), new equipment has been purchased (i.e., M300 computers and printers), and new software (Microenhancer) has been provided to assist ILL staff in handling requests with more efficiency. In order to show this increase in productivity, the current staff must handle a greater volume of transactions or, if the volume remains constant, fewer staff must be assigned to this program.

1836-1986

AN EQUAL OPPORTUNITY EMPLOYER

Administration (512) 475-2166 (STS 822-2166)
Administrative Services (512) 475-6657 (STS 822-6657)
Archives Division (512) 475-2445 (STS 822-2445)
Data Processing (512) 475-1521 (STS 822-1521)
Division for the Blind and Physically Handicapped (512) 475-4758 (STS 822-4758)
Information Services Division (512) 475-2996 (STS 822-2996)
Library Development Division (512) 475-4119 (STS 822-4119)
Local Records Division (512) 475-2449 (STS 822-2449)
Records Management Division (512) 454-2705 —

We hope that you will, in the Program Narrative section (Part IV), make a preliminary proposal showing your ideas on how best to show increased productivity and reduced personnel expenses. We would like to accomplish any staff reductions in the best way possible. We will try to work with you to accomplish this. If you wish to discuss any ideas, please call me; I would be happy to hear your thoughts and give you my perceptions.

REQUIRED DOCUMENTS

To be in compliance with Attachment M, the following standard forms (Appendix A) must be submitted as parts of your interlibrary loan grant:

1. Application for Assistance, Part I, Standard Form 424, which in effect is the authorization for application from the city administration. Note the following variances from the instructions printed on the Standard Form 424:
    a. Block 5. Substitute for the "Federal Employer Identification Number" the "State Vendor Identification Number" which is assigned by the Texas Comptroller's Office.

    b. Block 10. Type in the name of your regional library system.

    c. Block 11. Type in the population of your regional library system.

    d. Block 23. This block must bear the signature of the city manager, mayor, or other official of the city government who is empowered to enter into agreements binding upon the municipality serving as the Interlibrary Loan Center. The form must be signed before we issue a contract.

    e. Section III. Omit Section III in its entirety.

2. Application for Assistance, Part II. Project Approval Information. You may disregard this form entirely as it is not applicable to your application.

3. Application for Assistance, Part III. Budget Information. This is designed to collect budget data. Because the State Library will project estimated performance data to determine your level of staffing and operating budgets, you may not be able to complete all the line-items on this form. The data that is requested under Section F will enable us to estimate your 1987 expenses.

    This means that if you do not try to project your 1987 performance levels, you will not be able to estimate certain expenses (for example: the "Supplies" and "Other" categories which include postage, printing, telephone and OCLC). Thus, there will be some blanks in the budget you submit. Since your budget for these costs depends on how large your volume is, you may choose simply to supply the data requested in Section F.

    If you desire to project your 1987 performance and expenses, you should detail all of the assumptions and calculations which you use. These can be shown as separate sheets, and the cost figures can be entered on the Part III form. However, the State Library will continue to make an assessment of the volume of your business and its costs.

Under Section F "Other Budget Information," the State Library is requiring the following information. You may find it more convenient to supply the information on the enclosed forms. You may add additional comments or provide all information in a narrative format.

a. Appendix B: Personnel Cost Estimates
Provide complete details for each interlibrary loan employee. Show their current job title, their pay group and step in the city classification system, and whether they are a full time or part time employee. Salary and fringe benefit information should include the best known estimate of anticipated salary, merit or longevity increases.

Please check with the appropriate city office to obtain their best estimate of the cost of living pay increase which is anticipated for local fiscal year 1987. Use this percentage in computing the expected salary. Please submit written documentation from the city office generating the estimate if the cost of living increase exceeds 5 percent.

If you are requesting any job reclassifications, you should show the current and requested job titles. In a separate narrative, you should fully explain the reclassification request, showing how it will improve the project objectives. However, it is unlikely that we will authorize any job reclassifications unless they are part of a city-wide reclassification program.

b. Personnel: For each position funded by the grant, include a current job description which includes job duties and educational requirements or experience equivalents.

c. Appendix C: Expenditures for First Five Months of Current Contract
This form can be used to supply the requested information on certain expense categories. If your accounting system can supply the actual expenditures, use those figures. If your accounting system cannot supply this data, please use your best estimate of the five month costs. You should note any extraordinary expenditure pattern (for example, purchasing postage, supplies or printing for the whole year during the first five months).

d. Appendix D: Estimates of Funds Needed
You may use this form to supply your best estimate of the following costs for 1987:

1. Audit: To assist in projecting this cost, enter the actual cost of your FY 1985 audit, if known. If 1985 audit cost is not yet known, simply estimate your 1987 cost.

2. Equipment Service Contracts: Contact your maintenance contractors to get their estimate of the cost of service agreements for 1987. Show the quantity and type of equipment and cost.

3. Membership Fees: Estimate the costs of institutional membership in local or state consortia. Identify each of the consortia and describe the membership benefits that will be received. If other departments at the library receive benefits from the membership, identify the percentage of membership to be charged to the interlibrary loan contract.

4. Travel: Estimate your 1987 travel costs for the trips indicated.

5. Capital Purchases: Identify the items of capital equipment you wish to purchase. To purchase any capital items, you must follow the formal procedures necessary to receive prior approval.

6. Other Expenses: Identify other items or services that you need. Explain these in the narrative section of your application.

7. Indirect Charges: Indirect charges may be charged to the grant at the rate currently stipulated in the city's indirect cost plan. If the city does not have an indirect cost plan, then indirect charges must be based on the Governor's Office Indirect Cost Computation Table. Please indicate the basis or rate to be used.

4. **Application for Assistance, Part IV. Program Narrative.** This application requires a narrative description of the program of service. Your narrative should follow the instructions for this section (see page 7 of Appendix A).

   You should discuss and possibly revise your service goals. You should discuss problems you are encountering and how you plan to solve them. If you propose new services or different approaches, you should describe and justify them fully as stated in the printed instruction form. If you plan to perform specific activities, such as conducting consultation visits or workshops, you should identify them. If you wish to propose a reduction and reorganization of your staffing levels, include it in this section.

   The scope of the interlibrary loan program is limited to taking and filling requests, in accordance with the TSLCN Operations Manual, and performing necessary administrative tasks. Your program narrative should indicate that ILL contract staff are not performing any activities that are part of the program of service of the system grant or the local library (e.g., the MRC). These will be considered outside of the scope of this interlibrary loan contract. These include activities paid for by the system grant or your local library to which ILL staff regularly devotes time during their normal working hours. Examples of such prohibited activities are: choosing and ordering materials for a system's "fast-fill" project; serving on system or local library committees not related to ILL; working at a public service desk; packaging and mailing system materials; answering system telephone calls; preparing detailed acquisition recommendation lists; working on library association functions; planning social activities; providing instruction in the use of the library; conducting library tours; compiling bibliographies of holdings; and training non-ILL staff on OCLC.

Activities such as writing a short newsletter column or attending some system meetings are considered as interlibrary loan activities since their purpose is to communicate with the client group. Those activities which are administrative in nature (e.g., attending staff orientation meetings, preparing statistical reports, taking vacation or personal leave, and filling out personnel forms) are considered within the scope of the contract since they are the general activities which must be undertaken by employees in most cities. In addition, activities which are designed to communicate problems, trends and issues to system or local library staff (e.g., passing along topics or titles to collection development staff for purchase; notifying technical services of problems encountered with OCLC records; briefing system consultants on your impressions of a particular library) are considered within the scope of the contract as long as the ILL staff are not expected to provide detailed or complex assistance.

In summary, it is important to recognize that your narrative description will be used as your statement of the "scope" of this grant. Only if the State Library approves your scope, will you be authorized to perform the specified activities. Any other activities will be outside the scope of the project and must receive our official approval before they are undertaken. You may wish to review the section of the grant procedures manual dealing with scope changes (pages 40-42).

5. **Application for Assistance, Part V. Standard Assurances.** Each city must certify compliance in its application with the Standard Assurances, Part V. These assurances are mandated by both state and federal governments. The certification is accomplished when the appropriate city official signs Block 23 in Part I of the form.

TEXAS STATE LIBRARY
LORENZO DE ZAVALA STATE ARCHIVES AND LIBRARY BUILDING
BOX 12927, AUSTIN, TEXAS 78711

Texas State Library
and Archives Commission

Dorman H. Winfrey
Director and Librarian

MEMORANDUM

TO: State Institution Librarians DATE: September 13, 1985

FROM: Special Services Consultant

RE: CENTRALIZED ACQUISITIONS FOR STATE INSTITUTIONS PROGRAM

The Texas State Library has money available to fund the Centralized Acquisitions for State Institutions Program. Under this program TSL allots money to each participating institution to purchase books and audio-visual materials for its resident library. Institutional Librarians select material to purchase; the State Library Technical Services Department performs all acquisition work from selecting vendors to balancing the budget.

To participate in this program, you must complete and file with the State Library two documents:

1. State Funds Expenditure Report, FY 1985
2. Survey of Library Services to Residents, FY 1985

Submitting these forms automatically earns $400 for your institution. If you report state funds expended on library materials for residents during FY 1985, your institution will receive an additional allotment determined by a matching fund grant formula.

I know that collecting the information for these forms is very difficult for some of you, and time consuming for all. I urge you to do this difficult task. The information you provide benefits the people you serve; it also becomes part of the State Library's annual report on library conditions in Texas, and that report is the basis for funding of this program and others. If you have any problems, please call me at 512/475-4110 or TexAn 822-4110.

I have enclosed two copies of each form (one for your files, one for TSL) and a Directory Information Form. I hope you will complete that and send it to me so I can keep us all informed about each other.

You will receive, in early November, notice of your allotment and instructions and forms for ordering material, if you return the completed application to me by October 15.

Please Note: Return these forms by OCTOBER 15, 1985 to:

Special Services Consultant
Texas State Library
Box 12927/Capitol Station
Austin, Texas 78711

1836-1986

AN EQUAL OPPORTUNITY EMPLOYER

Administration	(512) 475-2166	(STS 822-2166)	Information Services Division	(512) 475-2996	(STS 822-2996)
Administrative Services	(512) 475-6657	(STS 822-6657)	Library Development Division	(512) 475-4119	(STS 822-4119)
Archives Division	(512) 475-2445	(STS 822-2445)	Local Records Division	(512) 475-2449	(STS 822-2449)
Data Processing	(512) 475-1521	(STS 822-1521)	Records Management Division	(512) 454-2705	—
Division for the Blind and Physically Handicapped	(512) 475-4758	(STS 822-4758)			

TEXAS STATE LIBRARY

CENTRALIZED ACQUISITION FOR
STATE INSTITUTIONS PROGRAM
Application

STATE FUNDS EXPENDITURE REPORT
September 1, 1984 - August 31, 1985

Please report only state funds expended for library services to residents. Do not include federal funds; do not include state funds being used as matching funds for other federal programs.

If your institution expended no state funds on the resident library, put zeroes in the column below and return this form anyway. The Centralized Acquisitions program grants $400 to every institution that submits an application.

* * * * *

RESIDENT LIBRARY EXPENDITURES FOR FY 1985 FOR

____________________, ____________________
(Name of Institution) (City)

Salaries and Wages. . . . . $ ____________________

Books and Periodicals . . . . $ ____________________

Audiovisual Materials . . . . $ ____________________

Office Equipment. . . . . $ ____________________

Audiovisual Equipment . . . . $ ____________________

Other Expenses. . . . . $ ____________________

Contracts (please specify). . . . . . . $ ____________________

____

TOTAL $ ____________________

____________________ ____________________
NAME (signature) SUPERVISOR

____________________ ____________________
NAME (typed or printed) SUPERVISOR (typed or printed)

____________________ ____________________
TITLE TITLE

Please return one signed copy of this report by October 15, 1985 to Library Development Division, Texas State Library, Box 12927, Austin, Texas 78711. Thank you for your prompt attention and cooperation.

TEXAS STATE LIBRARY

CENTRALIZED ACQUISITION FOR
STATE INSTITUTIONS PROGRAM
Application

SURVEY
OF
LIBRARY SERVICES TO RESIDENTS OF STATE INSTITUTIONS
September 1, 1984 - August 31, 1985

Note: To be eligible to receive an acquisitions grant for FY 1986 the institution must submit this survey to the Texas State Library by October 15, 1985.

NAME OF INSTITUTION ____________________

AGENCY ____________________

NUMBER OF RESIDENTS (exact figure) ____________________

TYPE OF FACILITY ____________________

CHARACTERISTICS OF RESIDENTS SERVED

Please check the category or categories which best describe your residents.

Mentally Retarded ________
Blind or Visually Impaired ________
Physically Handicapped ________
Deaf ________

Chronically Ill ________
Mentally Ill ________
Delinquent ________
Prisoners ________
Other (Describe) ________

Please give exact figures, or your best estimate of the number of residents who belong to the following age and ethnic groups.

Ages 0 - 4 ________
5 - 13 ________
14 - 24 ________
25 - 64 ________
65 + ________

TOTAL ________

Native American ________
Oriental ________
Black ________
White ________
Spanish-Speaking ________
Other__________ ________

TOTAL ________

I. LIBRARY SERVICES

A. Facilities

1. Does the institution operate or provide a library

   for residents? YES ____ NO _____ In what DEPARTMENT? __________

   for staff? YES ____ NO _____

   Are these separate libraries? YES ____ NO _____

2. If the institution operates a resident library, do the library's existence and purpose have any formal documentation?

   Selection policy? _____ Procedure manual? _____

   Statement of intent? _____ Other? (Specify) ___________________

3. Where is the library located? Bldg.____________Dept. ___________

4. How large is it? Number of sq. ft. ________________

   Number of seats ________________

B. Library Staff

1. Name of person responsible for library____________________________
2. Title____
3. State Classification Job Title*__________________________________
4. Number of hours per week assigned to library_____________________
5. Annual Salary____
6. Education background____
   a) Highest grade or degree_______________________________________
   b) Number of library science credits_____________________________
7. Number of residents working in library____________________________
8. Number of volunteers working in library___________________________
9. Number of paid staff working in library___________________________

*For example: Clerk III; Therapist Technician II; Librarian I.

C. Library Budget

Indicate sources of funds of the library's budget by amount.

State Funds
from institution budget $__________

from school district budget $__________

from canteen funds, etc. $__________

Federal Funds (specify source) $__________

State Library Grant $__________

Monetary Donations $__________

Other (specify) $__________

TOTAL $__________

D. Library Programs/User Services

1. How frequently may residents visit the library?

____

Total hours per week library is open to residents ________

2. If some residents are not able to visit the library, how is service provided?

____

3. How do residents provide feedback on library services?

____

4. Are materials not owned requested for residents on interlibrary loan?

YES______ NO______

Number of requests per year______________________

5. Are the following library services offered to your residents?

Information and Reference Service YES______ NO______

Library Orientation YES______ NO______

Reader Guidance YES______ NO______

Booklist Preparation YES______ NO______

Book Cart and Bedside Book Delivery YES______ NO______

6) Does the library provide the following programs for residents?

Exhibits and Displays	YES______	NO______
Book Talks to Groups	YES______	NO______
Field Trips	YES______	NO______
Summer Reading Club	YES______	NO______
Story Telling	YES______	NO______
Discussion Groups	YES______	NO______
Film or Filmstrip programs	YES______	NO______
Recorded Music Concerts	YES______	NO______
Art or Drama Activities	YES______	NO______
Current Events Programs	YES______	NO______
Puppet Shows	YES______	NO______
Others (specify)	YES______	NO______

D. Audiovisual Equipment

Please list the number of items held on the library's inventory. Do not list equipment assigned to classrooms, etc.

a) Teaching machines________

b) 16mm film projectors_____

c) Screens__________________

d) Filmstrip projectors_____

e) Filmstrip viewers________

f) Cassette recorders_______

g) 8mm projectors___________

h) Slide projectors_________

i) Overhead projectors_______

j) Record players___________

k) Headphones________________

l) Videocassette players_____

m) Other (specify)__________

E. Materials Inventory

1. Monographs

a) Number of volumes at beginning of year ______________

b) Number of volumes added ______________

c) Number of volumes withdrawn ______________

d) TOTAL (a+b-c) ______________

2. Periodical Subscriptions

a) Number of current periodicals subscription titles purchased ____________

b) Number of current newspaper subscription titles purchased ____________

c) Total number of subscriptions (including duplicates) purchased ____________

d) Number of donated books used ____________

e) Number of donated periodicals used ____________

3. Non-Book Materials (Please count by physical item: reel, strip, slide, tape, etc.)

	Holdings	Number of Circulations	Number of Viewers
a) Filmstrips			
b) Film loops			
c) 16mm Films			
d) Recordings (discs and tapes)			
e) Games and toys			
f) Slides			
g) Microforms			
h) Video tapes			
i) Other (specify)			

4. Circulation

a) Audiovisual Circulation Total ____________

b) Book Circulation Total ____________

c) Periodicals Circulation Total ____________

d) GRAND TOTAL CIRCULATION ____________

II. LIBRARY NEEDS

1. Please describe what are perceived to be the greatest needs of the library program.

2. Do you have a particular need or problem you would like the Texas State Library institutional consultant to provide aid and information about?

3. When is a convenient time for the TSL consultant to visit you?

•

____
Signature of person completing this form

____
Printed or typed name of person completing this form

____
Position of person completing this form

________________________________ __________________________
Telephone number Date

DIRECTORY INFORMATION

NAME OF INSTITUTION ____________________

MAILING ADDRESS ____________________

____

____

TELEPHONE ____________ TEX-AN ____________

SUPERINTENDENT OF INSTITUTION ____________________

LIBRARIAN'S SUPERVISOR OR DEPARTMENT HEAD ____________ DEPARTMENT ____________

RESIDENT/PATIENT LIBRARIAN ____________________
(or person responsible for resident library)

BSC:bc
3-4-85
2010 GPREQ-1-9

Appendix F

TEXAS STATE LIBRARY
LORENZO DE ZAVALA STATE ARCHIVES AND LIBRARY BUILDING
BOX 12927, AUSTIN, TEXAS 78711

Texas State Library
and Archives Commission

Dorman H. Winfrey
Director and Librarian

MEMORANDUM

TO: Directors of Major Urban Resource Libraries (MURLs)

FROM: Jim Scheppke, MURLs Project Manager

DATE: March 1, 1986

SUBJECT: MURLs Grant Program for SFY 1987

Attached to this memo you will find the guidelines for the Texas State Library's MURLs Grant Program for SFY 1987. The program, as described in the guidelines, is very similar to the grant program that most of you are currently participating in. However, there are some important changes described in section II of the guidelines which you will want to be aware of in considering application.

Please note that we are requiring a Notice of Intent to apply be sent to us by April 1, 1986. The application itself will be due on May 1, 1986.

I would be happy to consult with you or with members of your staff concerning any aspect of the MURLs Grant Program for SFY 1987. Please feel free to contact me (512/475-4119) with your questions.

JS:cg/bc
3002.2/MURL.MEMO

Enclosure: FY 87 MURLs Grant Guidelines

1836-1986

AN EQUAL OPPORTUNITY EMPLOYER

Administration (512) 475-2166 (STS 822-2166)
Administrative Services (512) 475-6657 (STS 822-6657)
Archives Division (512) 475-2445 (STS 822-2445)
Data Processing (512) 475-1521 (STS 822-1521)
Division for the Blind and Physically Handicapped (512) 475-4758 (STS 822-4758)
Information Services Division (512) 475-2996 (STS 822-2996)
Library Development Division (512) 475-4119 (STS 822-4119)
Local Records Division (512) 475-2449 (STS 822-2449)
Records Management Division (512) 454-2705 —

TIMETABLE
for
SFY 1987 MURLs GRANT PROGRAM

March 1, 1986	Application guidelines mailed.
April 1, 1986	Notice of Intent to apply due at the Texas State Library.
May 1, 1986	Applications due at the Texas State Library.
June-July, 1986	Texas State Library and Archives Commission approves grant awards. Contracts mailed to approved applicants.
September 1, 1986	Program begins.
December 31, 1986	Financial Status Report and Quarterly Performance Report due at the Texas State Library.
March 25, 1987	Financial Status Report and Quarterly Performance Report due at the Texas State Library.
June 25, 1987	Financial Status Report and Quarterly Performance Report due at the Texas State Library.
September 25, 1987	Financial Status Report and Quarterly Performance Report due at the Texas State Library.
November 30, 1987	All obligations to be liquidated.
December 31, 1987	Financial Status Report due at the Texas State Library.
(180 days following close of municipal fiscal year)	Single Audit due at the Texas State Library.

3002.2/MURLS.TIME

APPLICATION GUIDELINES
SFY 1987 MURLs GRANT PROGRAM

I. Program Description

The MURLs Grant Program is designed to implement the provisions of the Library Services and Construction Act (P.L. 98-480) as amended in 1984. Section 102, subsection (a), clause (3) of the Act stipulates that a portion of Title I may be used "for supporting and expanding library services of major urban resource libraries which, because of the value of the collections of such libraries to individual users and to other libraries, need special assistance to furnish services at a level required to meet the demands for such services." The Act goes on to state that "no grant may be made under clause (3) of this subsection unless the major urban resource library provides services to users throughout the regional area in which the library is located." Subsection (c) of Section 102 stipulates that libraries receiving MURLs grants must be located in cities having populations of 100,000 or more. Subsection (c) also stipulates the minimum percentage of Title I funds to be used to make MURLs grants.

In accordance with the provisions of LSCA as interpreted by the Department of Education, the Texas State Library will make grants to Texas public libraries meeting the following criteria:

1) be a public library in a city of 100,000 or more according to the most recent U.S. Census figures or U.S. Census estimate;

2) have a collection of 100,000 or more book volumes;

3) allow any person on-site use of the collection or reference services of all library facilities without charge; and

4) provide verification that services have actually been provided without charge to persons living outside the local political subdivision(s) that financially support(s) the library.

Appendix A lists the cities whose public libraries may qualify for a MURLs grant under the first and second criteria. Appendix A also gives the amount of funding available to each MURL, based on a per capita allocation, assuming that each city chooses to participate in the Grant Program in SFY 1986. Were any of the cities to choose not to participate, the amount of funds available to the remaining qualified cities would increase accordingly.

II. Application Procedures

A. Notice of Intent: MURLs are required to submit a Notice of Intent to apply for a MURLs grant to the Texas State Library by April 1, 1986.

The Notice of Intent form is included in these guidelines as Appendix B. Besides providing notification of intent, the form will also provide the Texas State Library with the performance measures being considered to document services to non-residents. MURLs submitting Notices of Intent will subsequently be provided with notification of the amount of funding for which they may apply, taking into account the MURLs which chose not to submit Notices of Intent.

B. Application for Assistance: The application for the MURLs Grant Program in SFY 1987 will be due at the Texas State Library on May 1, 1986. The application must be in accordance with OMB Circular A-102, Attachment M and the Uniform Grant and Contract Management Standards issued in August, 1982 by the Governor's Office of Budget and Planning. To be in compliance with Attachment M, the following standard forms (provided as Appendix C) must be used in making application for the MURLs Grant Program:

1. Application for Assistance, Part I, Standard Form 424, which in effect is the authorization for application from the MURL city or county. Portions of the form have been filled out or marked "NA". Note the following variances from the instructions printed on the Standard Form 424:

    a. Block 5. Substitute for the "Federal Employer Identification Number" the "State Vendor Identification Number" which is assigned by the Texas Comptroller's Office. State Vendor ID Numbers are listed for each MURL city in Appendix D.

    b. Blocks 10,11. List the name of the library system of which your library is a member and the population served by that system (See Appendix E for Populations Served by Regional Library Systems in SFY 1986).

    c. Block 13. Subsequent to March 1, 1986, you will be notified of the amount of MURLs grant funding for which you may apply for SFY 1987.

    d. Block 23. This block should bear the signature of the city manager, mayor, county judge, or other official of city or county government who is empowered to enter into agreements binding upon the MURL.

    e. Section III. Omit Section III in its entirety.

2. Application for Assistance, Part II, Project Approval Information. You may disregard this form entirely as it is not applicable to your application.

3. Application for Assistance, Part III, Budget Information. This form must be completed in its entirety except for the blocks and sections which are designated as "Not Applicable." In Section A, lines 1 and 5, and columns a, e, and g should be used to indicate the total amount of funds being applied for.

In Section B, a detailed grant budget should be provided under columns 1 and 5. Any allowable cost which is necessary to carry out the purposes of the MURLs Grant Program (i.e., services to non-residents) may be budgeted for in Section B. Unallowable costs, which may not be budgeted for in Section B are as follows:

- BAD DEBTS
- CONTINGENCIES
- CONTRIBUTIONS AND DONATIONS
- ENTERTAINMENT
- FINES AND PENALTIES
- GOVERNOR'S EXPENSES
- INTEREST AND OTHER FINANCIAL COSTS
- LEGISLATIVE COSTS
- UNRECOVERY OF COSTS UNDER GRANT AGREEMENTS - any excess costs for one grant agreement are not chargeable to another grant agreement

In completing Section B, costs should be assigned to the categories shown in the left-hand column. Library materials should be assigned to category (e), "Supplies." Questions about the assignment of costs to the categories in Section B may be referred to the MURLs Project Manager at the Texas State Library.

In making applications for a MURLs grant, you may subtract audit costs and indirect charges from the total amount of funding available for your library and include them as separate budget items in Section B. Audit costs should be assigned to category (f), "Contractual". Indirect charges should be budgeted for in (j). Audit procedures are described in Part IV. of these guidelines.

The following types of costs may be budgeted for in Section B, but their purchase requires specific prior approval of the Texas State Library. This prior approval would be specified in the MURLs grant contract. Prior approval costs include:

- AUTOMATIC DATA PROCESSING
- BUILDING SPACE AND RELATED FACILITIES
  a) rental costs
  b) maintenance
  c) rearrangements and alterations
  d) depreciation and use allowance on publicly owned buildings
  e) occupancy of space under rental-purchase or a lease with option to purchase
- CAPITAL EXPENDITURES
- INSURANCE AND INDEMNIFICATION
- MANAGEMENT STUDIES
- PREAGREEMENT COSTS
- PROFESSIONAL SERVICES (including audits)
- PROPOSAL COSTS

Any prior approval costs included in the grant budget (Section B) must be itemized in Section F (see below).

Program income (line 7 of Section B) is defined as income earned by the grantee as a direct result of grant supported activities. Any anticipated program income should be shown in line 7.

Section C is not applicable to the MURLs Grant Program.

In Section D, indicate on line 13 and 15 the anticipated expenditure of grant funds over each quarter of SFY 1987.

Section E is not applicable to the MURLs Grant Program.

Under Section F, Other Budget Information, the applicant is required to provide clarification if indirect charges will be claimed by the city or county in #22. Indirect charges may be charged to the grant at the rate currently stipulated in the city or county's indirect cost plan. If the city or county does not have an indirect cost plan, then indirect charges must be based on the Indirect Cost Computation Table (Appendix F). Please indicate in Section F the basis or rate used to compute the indirect charges shown in Section B. Under #23, "Remarks" applicants must itemize all prior approval costs included in the MURLs grant budget (e.g., audits, equipment). The itemization should include the number of items to be purchased (where applicable), their unit cost (where applicable), and the total cost of the prior approval item(s). Attach an additional page to Part III if necessary.

4. Application for Assistance, Part IV., Program Narrative. In writing a Program Narrative, applicants must adhere to the format specified in the Instructions to Part IV. The Program Narrative must also include all of the information stipulated in the Instructions to Part IV. Of particular importance is Section 3b. of the Program Narrative in which the applicant must make quarterly projections of program accomplishments. These statistical projections might include, for example, the number and kinds of library materials purchased with MURLs funds, in addition to the number and kinds of services provided to non-residents during the quarter. In Section 3c applicants will need to describe the methodology they will use to gather data on services to non-residents. In Section 4 applicants should indicate the regional library system of which they are a member. Applicants may omit Section 5, which is not applicable to the MURLs grant program.

5. Application for Assistance, Part V., Standard Assurances. Each governing authority of a MURL must also certify compliance with the Standard Assurances, Part V. of the Application. These assurances are mandated by both the state and federal government. You are not required, however, to return the Standard Assurances. When the appropriate official signs block 23 of Standard Form 424, the official is certifying that the city or county will comply with all five parts of the application, including the Standard Assurances.

IV. Program Administration Requirements

A. Introduction

In accepting a MURLs Grant, the subgrantees will be responsible for managing and administering the grant project in accordance with the Uniform Grant and Contract Management Standards of the State of Texas. The Library Development Division of the Texas State Library has prepared a Guide to Uniform Grant and Contract Management Standards: A Procedures Manual for the purpose of orienting subgrantees to the reporting, financial, contractual, and auditing requirements of the Texas State Library grants. All recipients of Texas State Library grants will receive a copy of the Procedures Manual. The following information summarizes the grantees responsibilities in administering MURLs Grants.

B. Performance Reporting

Participants in the MURLs Program must make Quarterly Performance Reports which indicate progress made toward meeting performance objectives relating to materials purchased with grant funds and services provided to non-residents. The performance objectives will be based upon quantitative information submitted in this regard in Part IV. of the Application for Assistance (see above). A form will be provided for participants to make their Quarterly Performance Reports. Reports will be due at the Texas State Library on December 31, 1986, March 25, 1987, June 25, 1987, and September 25, 1987.

C. Time and Attendance Records

The subgrantee must keep and retain time and attendance records for reimbursement of personnel services. Reimbursement of prorated personnel services may be charged to the grant account if the percentage of time expended on the grant program is clearly specified on the time and attendance records. This topic is discussed on pages 13-17 of the Guide to Uniform Grant and Contract Management Standards.

D. Record Retention

The subgrantee must maintain financial records and other evidence pertaining to all costs incurred and revenues or other applicable credits in accordance with generally accepted accounting principles. Records must be retained for a period of five years and shall be made available to the Secretary of Education and the Comptroller General of the United States and the State of Texas or their duly authorized representatives for the purpose of audit and examination of any books, documents, papers and records of the subgrantee at all reasonable times during the five year retention period.

E. Property Management

Property can only be acquired if specific prior approval is given in the grant contract. The following guidelines summarize the major rules governing property management:

- Each project must submit and maintain an inventory of all nonexpendable personal property (including library materials) having a unit acquisition cost of three hundred dollars ($300) or more and having a useful life of more than one year. Inventory reports must be filed with the Texas State Library within 30 days of property receipt. Forms are provided to grantees for this purpose.

- All proposed equipment purchases must have prior approval by the Texas State Library. Proposed equipment purchases must be listed in the application.

- Use and disposition of all property acquired under the grant will be in accordance with OMB Circular A-102, Attachment N, and Texas statutes regarding property accounting. This topic is discussed on page 57 of the Guide to Uniform Grant and Contract Management Standards.

- The grantee's existing procedures for procurement of supplies, equipment and services will be acceptable, providing that they conform to OMB Circular A-102, Attachment O. This topic is addressed in more detail in the Guide to Uniform Grant and Contract Management Standards, pp. 60-62.

F. Grant Payments
To draw funds against their contract accounts, MURLs subgrant contractors must submit to the Texas State Library a completed form 270, "Request for Advance or Reimbursement," to cover projected expenses for an appropriate period of time. The subgrantee may request funds in anticipation of expenditures, but only for those expanditures which are anticipated to fall due within 30 days of receipt of funds.

G. Budget Revision Procedures
MURLs subgrantees must request a budget revision:

1. When cumulative transfers exceed 5% of the total contract amount.

2. When there is a change in the scope of the program or method of implementing the project, including a change in project objectives.

A budget revision request may be made by letter to the Texas State Library. If a revision under number 1. above is requested, modification of the contract is necessary through a letter of concurrence initiated at the Texas State Library and signed by the appropriate subgrantee governing official.

H. Standards for Financial Management Systems
OMB Circular A-102, Attachment G, delineates financial management standards applicable to the MURLs Grant Program.

I. Financial Status Reports
Financial Status Reports must be submitted to the Texas State Library according to the following schedule:

December 31, 1986
March 25, 1987
June 25, 1987
September 25, 1987
December 31, 1987

J. Grant Close-Out Procedures

All funds must be expended and/or obligated by August 31, 1987. All obligations are to be liquidated by November 30, 1987. The final audit is due at the Texas State Library 180 days following the close of the local fiscal year. OMB Circular A-102, Attachment L, gives additional guidelines.

K. Audit Requirements

1. The cost of the audit of grant funds is an allowable expense if provided for in the contract. An audit will be required to verify that all grant monies were expended and/or obligated as of August 31, 1987, in accordance with the terms of the contract and that all obligations were liquidated by November 30, 1987.

2. All audits must be conducted by an independent certified public accountant or a public accountant licensed by the Texas State Board of Public Accountancy.

3. Recipients of MURLs grants must utilize the single audit procedure as follows:

   a. Each grant must be identified in the single audit report by its unique contract number.

   b. All audits must be conducted in accordance with the provisions of OMB Circular A-102, Attachment P and OMB compliance supplements.

   c. Single audits must be received no later than 180 days following the local fiscal year during which the grant was received.

L. Audit Appeals

If a subgrantee wishes to appeal an audit exception, the appeals procedure outlined in Rule 4.12 of the Rules and Regulations for the State Library System should be followed. A copy of the procedure will be provided to subgrantees as a part of their contract packet.

Attachments

Appendix A: Texas Cities Eligible to Apply for a MURLs Grant
Appendix B: Notice of Intent to Apply for a MURLs Grant
Appendix C: Application for Assistance Forms and Instructions
Appendix D: State Vendor ID Numbers
Appendix E: Populations Served by Regional Library Systems
Appendix F: Indirect Cost Computation Table

GENERAL INFORMATION AND PREAPPLICATION GUIDELINES
TITLE II, CONSTRUCTION PROGRAM
OF THE
LIBRARY SERVICES AND CONSTRUCTION ACT

Texas State Library
January 1986

TIMETABLE
for
FFY 1986 LSCA Title II Grant Program

February 1, 1986	Title II Program guidelines presented to the LSCA Advisory Council for review and comment.
February/March 1986	Title II Program guidelines presented to the State Library and Archives Commission for approval.
March 1986	Guidelines and preapplications available to public libraries upon request.
May 1, 1986	Preapplications due at the Texas State Library.
June 1986	Texas State Library and Archives Commission selects recipients of Title II grants. Applications mailed to selected recipients.
August 1, 1986	Applications due at the Texas State Library.
August 31, 1986	Contracts are signed between recipients and the Texas State Library.
August 31, 1989	All grant funds must be expended by recipients.
November 30, 1989	Final audit of grant funds due at the Texas State Library.

GENERAL INFORMATION AND PREAPPLICATION GUIDELINES
Title II, Construction Program of the Library Services and Construction Act

I. INTRODUCTION: The Texas State Library announces the availability of public library construction grant funds appropriated for FFY 1986 under Title II of the Library Services and Construction Act. This application packet provides general information about the grant program and guidelines for preapplication for Title II grants.

II. GENERAL CRITERIA FOR GRANT AWARDS:

A. Established libraries submitting applications must meet the criteria established by the Texas State Library for membership in the Texas Library System.

B. Applicants proposing to initiate service with the new facility must furnish certification that they will meet the criteria established by the Texas State Library for membership in the Texas Library System when the facility opens for service.

C. If the proposed application is for the construction, purchase, an addition to, or remodeling of a main library, the facility must meet the minimum gross square footage requirements set forth in Wheeler and Goldhor's Practical Administration of Public Libraries, 1981. However, the table below from Wheeler and Goldhor has been modified to permit construction of a facility no smaller than 5,000 square feet.

POPULATION SIZE**	GROSS SQUARE FEET PER CAPITA
Under 10,000	.7 or 5,000 sq. ft., whichever is greater.
10,000 - 34,999	.6
35,000 - 99,999	.5
100,000 - 199,999	.4
200,000 - 499,999	.35
500,000 and up	.3

** Population size will be based upon the library's service area, as assigned under the Rules for Administering the Library Systems Act.

D. If a proposed facility cannot meet the minimum requirements set forth in C above, the Texas Library Association's Standards and Guidelines for Texas Public Libraries, 1983, may be used. However, no facility less than 5,000 square feet will be recommended for funding.

E. If the proposed application is for construction, purchase, remodeling or addition to a branch, the branch may be no smaller than 5,000 square feet.

F. The maximum grant award which may be applied for will be in accordance with the following table:

Population** Size	Maximum Grant for Main Library Construction or Purchase	Maximum Grant for an Addition to Existing Facility	Maximum Grant for Branch Construction or Purchase	Maximum Grant for Remodeling of Existing Facility
Under 10,000	$100,000	$ 50,000	$ -0-	$ 25,000
10,000 - 34,999	$200,000	$100,000	$ -0-	$ 50,000
35,000 - 99,999	$300,000	$150,000	$100,000	$ 75,000
100,000 - 199,999	$400,000	$200,000	$100,000	$100,000
200,000 and up	$500,000	$250,000	$100,000	$125,000

** Population size will be based upon the library's service area for State Fiscal Year 1986, as assigned under the Rules for Administering the Library Systems Act.

G. All local funds (from governmental or private sources) for construction projects must be deposited with and disbursed by the local governmental unit (i.e., city or county).

H. Applicants must show a cash match for the LSCA Title II grant at least equal to the amount of the grant. The balance of the construction project cost may include in-kind contributions, as long as applicants are able to furnish adequate documentation for computing the cost in accordance with Attachment F, OMB Circular A-102, "Uniform Administrative Requirements for Grants-in-Aid to State and Local Governments."

I. No more than one construction project per applicant will be approved for funding.

J. There is no prohibition from awarding more than one Title II grant to libraries within a particular county, so long as the grants are awarded to different governmental entities. Members of federated library systems may apply for Title II grants. Their population will be determined as the municipal population plus a prorated portion of the county's population, as specified in Rule 1.71 of the Rules for Administering the Library Systems Act.

K. A Title II grant will not be awarded to libraries which evidenced poor performance on past state-funded Title I, Title II, and Title III projects, as measured by timely and complete adherence to all fiscal and program requirements.

L. Applicants must notify the appropriate State Planning Region or Clearinghouse of their intent to apply for a construction grant and to forward a copy of the preapplication for comment and review on same from the Region or Clearinghouse to the State Library.

M. All grant administration policies will be based on Office of Management and Budget Circular A-87, A-102, and HHS Guide OASC-10, as modified by the Uniform Grant and Contract Management Act of 1981. The grant program is also subject to federal rules and regulations in 34 CFR 770, 34 CFR 76, 34 CFR 74 (particularly Procurement Standards), 34 CFR 75.600-616 under authority of the Library Services and Construction Act as amended by P.L. 98 - 480. A number of these compliances are listed in Appendix A of this document.

N. In addition to the final audit and periodical expenditure data, Title II grant recipients will be required to furnish the State Library copies of the following documents:

(1) Library Building Program, developed by the library building consultant;
(2) Site survey drawing;
(3) Soil investigation or exploration report;
(4) An opinion signed by a legal counsel describing the interest the applicant has or will have in the site and certifying that the estate or interest is legal and valid;
(5) A set of preliminary and final plans and specifications;
(6) Preliminary and final furniture, equipment, and shelving requirements;
(7) Name and address of project architect;
(8) Name and address of library building consultant;
(9) Tabulation of all bids;
(10) Copies of all contracts.

III. PREAPPLICATION PROCESS FOR GRANT AWARDS:

The timetable listed on page 1 of these guidelines provides important dates in the selection process for grant awards. Preapplications must be postmarked no later than May 1, 1986 to be considered for an FFY 1986 grant award. Preapplications will be rated according to a system which awards points based on four criteria. These criteria are: 1) Whether the proposed facility will serve an unserved or recently unserved county; 2) The type of construction project proposed; 3) The relative need for additional space according to the Texas Library Association's Standards and Guidelines for Texas Public Libraries; and 4) The percentage of the estimated project cost to be paid for with local funds which is available at the time of preapplication.

The rating system, based on the four criteria, will be as follows:

1. UNSERVED COUNTY - 10 points.

The proposed construction project is in a county presently without public library service, or in a county which has established service in the past three years.

2. TYPE OF CONSTRUCTION PROJECT - 25 point maximum.

A.	Construction of a new central library facility or purchase of an existing building to be converted to a central library facility.	25 points
B.	Addition to an existing central library facility.	20 points
C.	Construction of a new branch library facility or purchase of an existing building to be converted to a branch library facility.	15 points
D.	Remodeling of an existing library building.	5 points

3. LIBRARY SPACE NEEDS - 50 point maximum.

To what extent does the combined gross square footage of existing library facilities (main, branches) fall short of the Texas Library Association standard?

A.	0 - 10 percent of standard	50 points
B.	11 - 20 percent of standard	45 points
C.	21 - 30 percent of standard	40 points
D.	31 - 40 percent of standard	35 points
E.	41 - 50 percent of standard	30 points
F.	51 - 60 percent of standard	25 points
G.	61 - 70 percent of standard	20 points
H.	71 - 80 percent of standard	15 points
I.	81 - 90 percent of standard	10 points
J.	91 - percent of standard	5 points

4. FUNDING AVAILABLE - 40 point maximum.

What percentage of the project's total estimated cost to be paid for with local funds is available at the time of preapplication?

A.	90 - 100 percent of local funding available	40 points
B.	75 - 89 percent of local funding available	30 points
C.	50 - 74 percent of local funding available	20 points
D.	25 - 49 percent of local funding available	10 points
E.	0 - 24 percent of local funding available	5 points

Applicants should note the following with regard to this grading system:

1. The maximum points any project may be awarded is 125.

2. With reference to the "Unserved County" criterion, the term "public library" shall be defined according to Chapter A, Section 2(1) of the Library Systems Act, which reads as follows: "'Public library' means a library operated by a single public agency or board that is freely open to all persons under identical conditions and receives its financial support in whole or in part from public funds." Also, the phrase "without public library service" will carry the same definition as stipulated in Rule 1.94 of the Rules for Administering the Library Systems Act.

3. With reference to the "Library Space Needs" criterion, the Texas Library Association standard for total square footage of public library facilities is as follows:

Population served by library	Minimum space requirements
0 - 1,999	5,000
2,000 -	5,000 square feet or .75 square feet per person, whichever is greater.

The standard has been amended to be consistent with the general criterion for Title II grant projects which stipulates 5,000 square feet as the minimum size of a public library facility. The standard has also been amended to exclude portable or mobile facilities (bookmobiles, book stations, etc.) from the calculation of total square footage of public library facilities. The figure for "population served" will be based upon the library's service area, as assigned under the Rules for Administering the Library Systems Act for State Fiscal Year 1986.

4. With reference to the "Funding Available" criterion, the phrase "total estimated cost to be paid for with local funds" will refer to all project costs requiring a cash outlay from local sources. In-kind contributions from local sources will be excluded from this calculation. Included in the project costs may be any allowable costs included in the project budget (see Section IV, Preapplication Guidelines, for information on allowable costs).

5. With reference to the "Funding Available" criterion, the term "available" will refer to funds appropriated by a local government from local or Federal Revenue Sharing sources, funds deposited and readily available for the proposed project, written commitments to fund the proposed project from individuals or legally established organizations (foundations, corporations, Friends groups, etc.), authority for local governments to sell bonds or certificates of obligation to finance the proposed project, or approval of loans from government or private lending institutions to finance the project. Such funds or written commitments shall be those available at the time of preapplication.

When all applications have been received subsequent to May 1, 1986, the State Library staff will review them for compliance with all guidelines and instructions. Applications will then be rated. Finally, the Applications will be ranked according to the total points received.

The staff recommendation to the State Library and Archives Commission for funding of Title II preapplications will consist of the highest ranked preapplications, up to the limit of funds available in FFY 1986. If available funds are insufficient to fully fund a proposal after the highest ranking proposals have been fully funded, the staff will enter into negotiations with the applicant in question to determine if a lesser amount would be acceptable to both parties. If either party cannot agree to the lesser amount, the staff will open negotiations with the next applicant on the ranked list. This process will be continued until all funds are awarded.

In the event that two proposals receive identical grades, and funds are not sufficient to fund both, the staff will recommend award of the funds (if sufficient) to the applicant requesting the least amount of Title II funding. If funds are insufficient to fund this proposal, the staff will enter into negotiations with the applicant as described above. Any funds remaining after an award is made to this applicant will be cause for negotiations with the other applicant in question. If these negotiations are unsuccessful, the staff will enter into negotiations with the next applicant on the ranked list.

Once the staff has determined its recommendations, the recommendations will be documented and presented to the State Library and Archives Commission. The Commission will then act upon the staff recommendations in determining the grant awards.

IV. APPLICATION AND CONTRACTING PROCESS:

Following Commission action on award of the grant funds, successful applicants will be mailed the Application for Federal Assistance for Construction Programs along with instructions. This application will be due at the Texas State Library on August 1, 1986.

Any problems with the application will be referred by staff to the applicant. Once applications are in order, contracts will be prepared and mailed to the applicant. Contracts must be signed by August 31, 1986.

If, for any reason, an application cannot be approved or a contract cannot be executed, the preapplication selection procedures described above will be utilized to award the funds to another applicant or applicants.

V. PREAPPLICATION GUIDELINES:

The Preapplication for Federal Assistance, along with instructions, can be found in Appendix B.

The Preapplication for Federal Assistance is used to: (1) establish communications between the State Library and the applicant; (2) determine the applicant's eligibility; (3) determine the ranking of this project using the procedure outlined above; and (4) eliminate any proposals which have little or no chance for federal funding before applicants incur significant expenditures for preparing an application.

The Preapplication for Federal Assistance must be fully completed and returned to the Texas State Library by May 1, 1986. Preapplications will be reviewed by State Library staff for compliance with preapplication instructions prior to being graded and ranked.

In addition to the instructions provided with the preapplication forms in Appendix B, note the following guidelines before completing the preapplication.

1. **Standard Form 424.**

    1.1 Question 3. An identifier number, if assigned by the regional planning commission, or council of government reviewing the preapplication, will be included in this block.

    1.2 Question 6. The catalog number in the Catalog of Federal Domestic Assistance for the LSCA Title II project is 84.154.

    1.3 Question 20. Please cite "The Texas State Library and Archives Commission, Box 12927, Austin, Texas 78711" in the block as the agency to receive the request.

    1.4 Question 23. This block should bear the signature of the city manager, mayor, or county judge who is empowered to enter into agreements binding upon the city or county government.

    1.5 Question 24-38. Omit this section.

2. **Part II.**

    2.1 Question 1, 2, 4, and 5 in all probability will not pertain to your application.

    2.2 Question 3. Each preapplication must be reviewed by the appropriate regional planning commission, or council of government. Comments from the council of government must be directed to the Texas State Library.

    2.3 Question 6-10 must be completed by the applicants, in accordance with the instructions on the form.

3. **Part III. Project Budget.**

    3.1 Furnish in Part III your proposed budget for the building project. Include other federal funds for which you are applying, as well as grants or gifts you are actively seeking from individuals, organizations, corporations, and foundations.

3.2 The Library Services and Construction Act requires that LSCA Title II funds be matched on a dollar to dollar basis. In order to satisfy this matching requirement at the state level, the State Library is requiring that each grant recipient expend an amount in cash at least equal to the amount of the federal grant. The cash match can be from a foundation grant; gifts from citizens, corporations or organizations; Friends of the Library donation; revenue-sharing funds; FHA loan; revenues from the sale of bonds or certificates of obligation, locally-appropriated funds; or combination of the above. There is no date mandating when the required matching funds must be available. If the matching requirement is not met, as determined by the audit, the local government will have to refund all or a portion of the federal LSCA grant. While Federal revenue-sharing funds to cities and counties and Federal Housing Authority (FHA) loans may be used by applicants as matching funds for the construction grant, as indicated above, no other federal funds may be used as matching funds.

3.3 Allowable Costs

The following costs may be paid from LSCA Title II funds in accordance with the Library Services and Construction Act:

a. Erection of new buildings to be used for public library facilities.

b. Expansion, remodeling, and alteration--as distinguished from maintenance and repair--of existing library buildings or buildings to be used for public library purposes.

c. Expenses--other than interest and the carrying charges on bonds--related to the acquisition of an existing building or of land on which there is to be construction of new buildings or expansion of existing buildings to be used for public library buildings.

d. Site grading and improvement of land on which these facilities are located.

e. Architectural, engineering, and inspection expenses incurred after site selection.

f. Expenses related to the acquisition and installation of initial equipment to be located in a public library facility. This equipment includes all necessary building fixtures and utilities, office furniture, and public library equipment. An applicant may not include the cost of books or other library materials.

3.4 Indirect Cost Reimbursement

The local government administering the grant funds may propose to claim reimbursement from grant funds for administrative expenses incurred so long as such reimbursement is in accordance with OMB Circular A-87.

3.5 Effective Date of Project

The effective date of a library construction project is no earlier than the date of state agency approval. Expenditures by local applicants for architect fees, site acquisition and preliminary planning costs of an approved project, made prior to the date of state agency approval are eligible as matching funds, but only if made within three years prior to the date of contract.

3.6 Supplemental Funds

Most federal programs do not allow local funds used to match one federal program to be used again to match another federal program. Each applicant must determine the specific matching requirements of the federal programs from which funding is sought and ensure that these requirements are fully met.

In accordance with 34 CFR 76.760, the following guideline prevails:

> An applicant may use funds under more than one federal library program to support different parts of the same library construction project, if it meets the following requirements:
>
> a. The applicant complies with the requirements of each federal grant program with respect to the part of the project assisted with funds under that program, and
>
> b. The applicant has an accounting system that permits identification of the costs paid for under the library construction project.

3.7 Questions 1-10 on the Project Budget

3.71 Identify in questions 1-5 all the federal grants you are seeking or have already secured. Federal LSCA grant funds should be identified in this section; grant awards varying for different sizes of libraries and different types of projects are included in the attached General Information for LSCA Title II Construction Grant Program.

The catalog number for the LSCA Title II construction program is 84.154.

3.72 Question 7 refers to estimated amounts of state-appropriated funds for which funding is sought. Since Texas has no state funds available for public library construction, a zero should be placed in the space available for your answer.

3.73 Question 8 requests the amount of funding, including the value of in-kind contributions, which the local government is contributing to the project. Local contributions may include revenues from the sale of bonds or certificates of obligation, revenue-sharing funds, city or county appropriated funds, or combination of the above. If the response to this question contains any in-kind contributions, documentation supporting the in-kind contributions must be furnished in Part IV, Program Narrative.

3.74 Identify in question 9 the amount of financial assistance, including the value of in-kind contributions, anticipated from non-governmental sources, such as foundations, monetary gifts from citizens or organizations, Friends of the Library groups, etc. Since the State Library must determine whether the cash matching requirement is met, it is necessary that any in-kind contributions be documented fully in Part IV, Program Narrative.

3.75 The Total given for question 10 should equal the total given on Standard Form 424, question 13(f).

4. Part IV. Program Narrative

4.1 Include a brief description of the need, objectives, method of accomplishment, geographic location of the project, and the benefits expected to be obtained from the federal assistance.

4.2 Identify the type of building project you are planning--new construction, purchase of a facility, renovation of an existing facility, or expansion of an existing facility. Identify whether the project is for a central library or branch. Include information about the current gross square feet of the applicant's central library and each branch facility. Also include information about the anticipated increase in square feet resulting from this construction project.

4.3 Include documentation of any in-kind contributions claimed from local government or other contributors. Guidelines for computing the value of in-kind contributions are contained in Attachment F, OMB Circular A-102, "Uniform Administrative Requirements for Grants-In-Aid to State and Local Governments."

4.4 Include documentation of the amount of funds available for the project at the time of preapplication (May 1, 1986). For a definition of "funds available" see Section III of these guidelines.

4.5 Include a project timetable for the construction project, indicating estimated dates by which funds will be available, date by which the library building program will be completed by a library building consultant, and the date by which preliminary drawings and specifications are to be ready. The applicant should also estimate the dates for beginning and completing construction.

4.6 Include the names of your state senator and state representative.

If questions arise during the process of completing the **Preapplication for Federal Assistance**, do not hesitate to contact the following person for assistance.

William D. Gooch
Assistant State Librarian
Texas State Library
Box 12927, Capitol Station
Austin, TX 78711
512/475-2166

Attachments

Appendix A	Standard and Supplemental Assurances
Appendix B	Preapplication for Federal Assistance

JS:cg/bc
3002.2/II.0-12

Appendix H

TEXAS STATE LIBRARY
LORENZO DE ZAVALA STATE ARCHIVES AND LIBRARY BUILDING
BOX 12927, AUSTIN, TEXAS 78711

Texas State Library
and Archives Commission

Dorman H. Winfrey
Director and Librarian

MEMORANDUM

To: LSCA Advisory Council
Texas Librarians

From: Jim Scheppke
Title III Project Manager

Date: September 1, 1985

Subject: Grants for Multitype Library Cooperation in SFY 1987

The Texas State Library expects to have $462,000 in LSCA Title III grant funds available to support cooperative projects involving two or more types of libraries in state fiscal year 1987 (September 1, 1986 - August 31, 1987). The attached guidelines will govern the selection of the grant recipients. Applications for the grants will be due at the Texas State Library on April 15, 1986.

The application process is similar to that used in recent years in awarding these grant funds. The procedure by which the applications will be reviewed, and the criteria by which applications will be evaluated by the LSCA Advisory Council, are all described in the attached application information.

Let me call your attention in particular to pages 6 and 7 of the attached information which provide detailed guidelines for the application. Only grant applications which adhere to the required format specifications can be considered. You will also note that forms to be used in applying for the grant are provided as Appendix B in the information packet. Additional copies of the forms are available if needed.

As the application guidelines indicate, we strongly encourage you to contact State Library staff to discuss your ideas for grant proposals, the planning process you will follow in making application, as well as any assistance you might need in completing the application itself. Please feel free to contact me at 512/475-4119 to discuss any of these matters.

JS:bc
3002.2/MEMO.LSCA

Enclosure: Title III Guidelines

1836-1986

AN EQUAL OPPORTUNITY EMPLOYER

Administration	(512) 475-2166	(STS 822-2166)	Information Services Division	(512) 475-2996	(STS 822-2996)
Administrative Services	(512) 475-6657	(STS 822-6657)	Library Development Division	(512) 475-4119	(STS 822-4119)
Archives Division	(512) 475-2445	(STS 822-2445)	Local Records Division	(512) 475-2449	(STS 822-2449)
Data Processing	(512) 475-1521	(STS 822-1521)	Records Management Division	(512) 454-2705	—
Division for the Blind and Physically Handicapped	(512) 475-4758	(STS 822-4758)			

LIBRARY SERVICES AND CONSTRUCTION ACT

TITLE III

INTERLIBRARY COOPERATION

GRANT APPLICATION GUIDELINES

Library Development Division
Texas State Library
September 1, 1985

TIMETABLE for SFY 1987 LSCA Title III Guidelines

September, 1985	Application guidelines mailed.
April 15, 1986	Applications due at the Texas State Library.
May, 1986	LSCA Advisory Council meeting: proposals presented to the Council for review & recommendation.
June, 1986	Applicants notified of staff recommendations to Commission.
June-July, 1986	Texas State Library and Archives Commission approves grant awards.
September 1, 1986	Projects begin.
December 31, 1986	Financial Status Report and Quarterly Evaluation Report due at Texas State Library.
March 25, 1987	Financial Status Report and Quarterly Evaluation Report due at the Texas State Library.
June 25, 1987	Financial Status Report and Quarterly Evaluation Report due at Texas State Library.
August 31, 1987	Projects end; all funds to be obligated.
September 25, 1987	Financial Status Report and Final Evaluation Report due at the Texas State Library.
November 30, 1987	All obligations to be liquidated.
December 31, 1987	Financial Status Report due at the Texas State Library.
February 1, 1988	Final Audit Report - Individual Grants Audit due at the Texas State Library.
	Single Audit - 180 days following close of fiscal year (cities or counties only).

I. Title III Program Description

A. Purpose and Scope

LSCA Title III grants may be used:

> for planning for, and taking other steps leading to the development of, cooperative library networks; and for establishing, expanding, and operating local, regional, state and interstate cooperative networks of libraries, which provide for the systematic and effective coordination of the resources of school, public, academic and special libraries and information centers for improved supplementary services for the special clientele served by each type of library or center. (Library Services and Construction Act, P.L. 98-480).

The Texas State Library seeks to provide funding whereby improved information services at two or more types of libraries can be made available through demonstration grants. Objectives are:

1. To encourage multitype library coordination, through the administration of LSCA Title III grants, to facilitate significant cooperative ventures with potential for long term impact.
2. Provide start-up funds for interstate, statewide, regional and local networks of library and information centers, consisting of two or more types of libraries.
3. To coordinate all network developments with national, regional, and state trends and systems designs in order to develop a state-based network, including all Texas libraries, that is compatible technically and operationally with future networks.
4. To demonstrate in a regional and/or statewide library and information network, services, hardware, access procedures, or bibliographic tools that will make available the total information and informational resources of Texas libraries to the primary users of each library type, including the information resources of state government agencies.
5. To conduct demonstrations of interlibrary cooperation in accordance with standards set by the appropriate federal agencies or national associations.
6. To produce and/or provide access to union lists, cumulative indices, directories, and other bibliographic tools to facilitate rapid identification, access, and referral of significant and valuable resources.

7. To coordinate and assist in developing computer support for individual or cooperative library processing or information retrieval.

8. To demonstrate low cost communications systems between and among Texas libraries and information centers.

9. To support or conduct research, development, and evaluation in areas of statewide or interstate concern, and to disseminate information relating to those areas of concern.

(Objectives 2-9 are adaptations from the National Commission on Library and Information Science's *National Program*, Second Draft, Revised, pages 95-96, September 15, 1974, Washington, D.C.)

10. To provide information to the public about cooperative networks of libraries, which provide for the systematic and effective coordination of the resources of the school, public, academic, and special libraries and information centers for improved supplementary services for the special clientele served by each type of library or center.

B. Definitions

Title III Subgrants are awards of federal funds to libraries or other organizations for performance of specific activities. The Texas State Library administers the subgrants.

For the purposes of this grant, there are four "types of libraries": public libraries, academic libraries, school libraries, and special libraries. Public libraries must hold current membership in the Texas Library System. Academic libraries are those libraries operated by colleges or universities; this includes religious, vocational, and junior colleges. School libraries are those operated by or for school districts, including Education Service Centers. Special libraries are those operated by organizations which are not local governments, schools, or academic institutions.

C. Eligible Projects

Projects which involve two or more "types of libraries" in demonstrating cooperative activities are eligible for funding consideration.

Generally, it is not the intent of the LSCA Title III program to provide continuing operational funds beyond the initial demonstration period. The renovation or building of facilities is not an allowable expense. Equipment and vehicle purchases may be allowable expenses (see Section V B(1) of these guidelines). Library materials (i.e., books, periodicals, audiovisuals, etc.) may not be purchased with LSCA Title III funds.

Proposals from state agencies, state colleges or universities or any other agency that will require an Interagency Cooperation Contract are subject to prior approval by the State Purchasing and General Services Commission. Interagency contracts may not be used to purchase capital outlay items. Services, supplies, or materials for another agency which are required by Section 21 (constitutional items) of Article 16 of the Constitution of Texas to be supplied under contract given to the lowest bidder, and services for a period transcending the current biennium may not be included in an interagency contract. Work to be performed under interagency contract may not be subcontracted nor can an outside consultant be employed except where the consultant is incidental to the work to be performed. An agency cannot contract for performance of a service to another state agency when it already has statutory obligation to provide such service to that agency.

D. Eligible Applicants

LSCA Title III subgrants and contracts may be awarded to the city or county governing authorities of Texas system member public libraries, academic institutions, special libraries, school districts, consortia of libraries, and organizations of libraries. Documentation must be included with the grant application indicating that two or more types of libraries will significantly participate in and be impacted by the proposed project. Applicants must discuss in detail the involvement of and the benefits accruing to the participating libraries; because these funds are designated for library projects, the role of and benefits to each type of library (as opposed to the governing institution) should be discussed in the program narrative.

E. Funds Available

A total of $462,000 is expected to be made available in LSCA Title III funds in SFY 1987 for subgrants. There is no specific allocation formula within Texas, and no predetermined limitation on the amount per project. Because only proposals which are deemed to be of sufficient quality will be recommended for funding, some of the funds may remain ungranted.

F. Length of Projects

Funding for projects will be for a 12 month period coinciding with state fiscal year 1987 (September 1, 1986 - August 31, 1987). There is no minimum length of time for project operation; however, grant funds may be obligated only during this 12 month period.

G. Criteria for Award

The following criteria will be used by the LSCA Advisory Council to evaluate Title III proposals. For several criteria, a range of points has been indicated. Where there is no range of points indicated, a proposal will be credited with all or none of the points. The total number of points is 100.

In evaluating proposals, reviewers will judge the quality of the application submitted; points will generally not be awarded for merely submitting all required proposal components.

In addition to assigning the following points to each proposal, LSCA Council members may indicate that they do not recommend funding a particular proposal regardless of the number of points it receives. If a sufficient number (generally, two-thirds) of the reviewers so indicate, the proposal will not be recommended for funding.

1) Needs

Documentation of need and inadequacy of present responses to the need.

	Points	
a.	0 - +3	description of a significant need
b.	+1	explanation of inadequacy of current responses
c.	+1	explanation of how these needs and responses were assessed
d.	+1	description of how the proposed program will help solve the problem
e.	+1	evidence of consideration of alternative solutions, and the basis for their rejection

2) Purpose

	Points	
a.	0 - +5	clear statement of purpose for proposed program
b.	0 - +10	relevance of proposal to Title III purposes
c.	+2	program purpose clearly related to the identified needs

3) Scope

	Points	
a.	+2	clear statement of which libraries/service agencies are to be involved, and how; if applicable, letters of concurrence with projects' objectives, costs, etc.
b.	0 - +3	potential for utilizing project results in other projects (+1 fair, +2 good, +3 excellent)
c.	0 - +5	relationship of the project to other library developments; priority in scope will be given in the following order: 5 statewide 3 regional 1 local 0 insignificant relationship
d.	0 - +6	significance of the project concept for library development in Texas
e.	0 - +3	degree to which project concept is innovative

4) Budget

	Points	
a.	0 - +6	degree to which expenses for staff, equipment, and operating costs are justified and appropriate for the tasks proposed
b.	0 - +4	local in-kind support or cash support
c.	0 - +4	costs are appropriate to amount of services provided; cost per unit of service is reasonable

5) Staffing

	Points	
a.	0 - +4	project manager is already designated and well qualified
b.	0 - +3	project staffing is appropriate and justified

6) Plan of Operation

	Points	
a.	0 - +5	a timeline specifying when critical events must be completed within the grant period
b.	0 - +2	an organization chart or narrative that describes relationship of project staff to one another and to library management structure
c.	0 - +2	a description of facilities, equipment, and/or library materials, needed for the project and method of procurement: in-kind contribution, lease or purchase
d.	0 - +3	a description of the method of reporting project status to governing authority

7) Plan for Evaluation

	Points	
a.	0 - +6	measurable objectives which are appropriate
b.	0 - +2	methods of collecting performance data are reasonable and adequate

8) Publicity Plan

Points	
0 - +2	adequate plan for publicizing the results of the project

9) Other

Points	
0 - + 2	abstract of proposal is included
0 - + 12	Council members may award additional points at their discretion

II. Application Guidelines

A. Application Schedule

Applications for Title III subgrants should bear postmarks no later than April 15, 1986.

B. Number of Copies

Applicants are required to submit the original and two copies of their proposal. The State Library will produce the 13 copies needed for the proposal reviewers. If it is possible for applicants to submit additional copies, it will be very much appreciated.

C. Application Procedure

Application for Federal Assistance forms must be used to apply for Title III subgrants. This form is included in this application packet as Appendix B.

Part I - Standard form 424 is the standard cover form for Federal applications and includes instructions for completion of the application. Sections I and II of Part I have to be completed by the applicant. The State Library has already completed those boxes which are general to all Title III applications; the remaining boxes have to be completed with specific information pertaining to the individual application. In Block 5, the "State Vendor Identification Number" which is assigned by the Texas State Comptrollers' Office, must be substituted for the "Federal Employer Identification Number." Block 23 must be signed by an official who has authority to enter into contractual agreements.

Part II - Project Approval Information may be disregarded as it is not applicable to Title III applications.

Part III - Budget Information must be completed in its entirety except for the blocks which are designated as "NA." All costs must be categorized into the object class categories listed in Section B. If necessary, the library's expense codes have to be collapsed to fit these budget categories. Indicate in Section F - Other Budget Information, number 22, the basis or rate used to complete the indirect cost charges in Section B (j). (See also Section VI. D.(3) of these guidelines.) Also in Section F under 23 - Remarks, itemize all costs for equipment, data processing and professional services.

Part IV - Program Narrative. Although the instructions provided on this form will be helpful, it is strongly recommended that the program narrative be organized to follow the major headings and criteria set forth in Section I. G. of these guidelines. Reviewers have requested that the narrative be double-spaced. An abstract, which summarizes the key points of the proposed project must precede the program narrative. Abstracts should not exceed one paragraph in length, and should be informative and descriptive without delving into excessive detail. Each library or institution participating in the project must indicate its concurrence with the project as part of the Program Narrative. Signed letters of concurrence are required to verify the participation of two or more types of libraries in the project; such letters are not required for each member of an organization, consortium, or system of libraries if the applicant organization represents more than one type of library.

Additional application forms are available from the Texas State Library, Library Development Division, Box 12927, Capitol Station, Austin, Texas 78711.

D. Guidelines for Application Development

The following suggestions have been developed on the basis of the experiences of the SFY 1985 and 1986 granting process:

1. It is highly recommended that you contact the State Library early in your planning cycle. The State Library staff can help you by suggesting different ways to strengthen your project. The Title III Grant Coordinator on the State Library staff is Jim Scheppke (512/475-4119).

2. Think your project idea through. It is not essential that your project be highly innovative. However, the reviewers will not think highly of funding a project which is part of your library's basic mission.

3. Secure the active involvement of the libraries with which you are cooperating. Do not plan the whole project by yourself and then find another type of library to sign off on the proposal. The LSCA Council reviewers have indicated that they will look unfavorably on projects which appear to really only benefit one of the participating libraries.

4. Keep the program narrative brief and to the point. Avoid being overly wordy or repetitious. Each of the reviewers will read all of the proposals, so they will appreciate your brevity.

5. Avoid technical or educational jargon. A number of the LSCA Council members are not librarians, so write your proposal so that it is clear, understandable, and readable. You may want to include a glossary of technical terms with your application.

6. Excessive appended materials and letters of support should be avoided. If your project idea is clearly explained in the proposal, you should not need to attach extra materials. Council members have indicated their dislike of having to wade through lengthy appendices.

7. Do not overbudget or underbudget. The budget will be closely examined, so your Program Narrative should explain in detail and should justify all significant purchases. Be realistic when budgeting costs such as travel, equipment, and supplies.

8. Under the Federal grant management guidelines, travel expenses may be paid from grant funds for project personnel only, that is, for persons being directly compensated by the grant. Under some circumstances, project managers not directly compensated by the grant may be eligible to travel using grant funds, but such a practice is not encouraged. Project planners would do well to consult with State Library staff in budgeting for travel.

9. Consider leasing equipment for the project period instead of purchasing it. While purchasing equipment is allowable, the Council has sometimes been reluctant to fund equipment purchases which will have a benefit beyond the grant period. This especially applies to some types of equipment such as office equipment, microcomputers, etc.

10. Consider hiring staff on a part-time or hourly basis, if your project does not really need a full-time employee. Also, it would be best to avoid splitting the salary of a current employee. For example, do not plan to pay department heads 10% of their salary from the grant to handle supervision and other administrative details; the organization may reimburse itself for employee time through its indirect cost reimbursement.

11. You may submit more than one budget request (e.g., "Level 1," "Level 2," etc.). In those cases where you are uncertain of how large a project to propose, you could submit two budgets: one for conducting the project on a small scale, the second on a larger scale. In this way, the reviewers will have some flexibility in evaluating your proposal in relation to the amount of available funds. If you decide to submit more than one budget, you will need to submit Part III (Budget Information) for each.

III. Guidelines for Reviewing and Judging Applications by the LSCA Advisory Council

A. Each participating LSCA Advisory Council member will receive all Title III grant applications, with a rating form for each application. Exception: No Advisory Council member whose employing agency has submitted an application or who stands to benefit directly from an application will evaluate that application.

B. Role of Texas State Library staff:

1. Prior to distributing the applications to the Advisory Council, the Texas State Library staff will review each application to investigate the following issues:

   -- legal eligibility of the institution to participate in the Title III grant program;

   -- conformance to the federal and state regulations pertaining to Title III grants;

-- inclusion of unallowable costs;

-- errors in arithmetic or cost calculations;

-- submission of the required forms;

-- other misconstructions of the guidelines.

The staff will also raise issues and questions regarding the need, costs, and methods of the proposals. These "staff comments" will provide the Council members with information and problems to consider.

The staff comments will be provided to the Council along with the application copies.

2. The State Library staff will be available to offer technical assistance to Council members. Council members may obtain the personal opinions of any staff members they choose.

3. The staff will tabulate the results of the Council members' deliberations, report these back to the Council and to the applicants, and present the Council's work to the Texas State Library and Archives Commission for final approval.

4. As a general rule, it is expected that the recommendations for funding developed by the Council will be presented to the Commission without any contrary staff recommendations. However, in the unlikely event that the Council recommends the funding of an application which, for legal, fiscal, or other reasons, is unacceptable to the staff, a contrary recommendation will be made. The Council will be informed of this situation prior to presentation to the Commission.

5. If the Council sets conditions for funding a given application (e.g., reduction of project budget, revision of project objectives, change in implementation method), the State Library staff will enter into a negotiation process with the applicant to attempt to meet the Council's conditions for funding. A positive recommendation to the Commission will be contingent upon successfully completing these negotiations prior to the Commission meeting.

6. In the unlikely event that, for whatever reasons, the Council is unable to produce a set of recommendations for funding, the staff will use the same evaluation procedures to develop recommendations to the Commission.

C. To obtain further information or opinions on any of the applications submitted, Council members are encouraged to contact each other and/or members of the State Library staff. Under no circumstances should a reviewer have any direct contact with any of the applicants. All negotiations with the applicant will be conducted by State Library staff.

D. The applicants for these grants should understand that their proposals will be judged only on the basis of the proposal document which they submit. Council members will consider and assess the strengths and weaknesses of any proposed project only on the basis of the document submitted. Considerations of geographical distribution, demography, type of library, or personality should not influence the assessment of a proposal.

E. Each Council member will evaluate the proposals based on the weighted criteria (Section I.G.). Should a reviewer believe that a proposal is not worthy of funding, he/she may specify that it is not recommended. If a significant number (usually 2/3) of reviewers do not recommend a proposal for funding, it will not be considered, regardless of its point rating. In addition, if a proposal fails to receive a median and a mean score of at least 50 points, it will, except in unusual circumstances, not be recommended for funding.

F. Decision Making Process

Step 1: Each participating LSCA Council member will submit a rating form for each of the applications which incorporates the criteria and points provided in Section I. G. of these guidelines. The State Library staff will total the number of points on each form. Using the point totals for each application, the median will be computed. (The median is located such that one-half of the scores are greater than the median and one-half are lower. It is more useful than the mean because it is less subject to distortion due to extremely large or extremely small scores.)

The applications will then be ranked according to the median scores.

Staff will compile all written comments and the scores for each application. These compilations will be sent to the applicants, Advisory Council members and other interested persons with the funding recommendations report.

Step 2: Starting with the highest ranked application, the staff will begin awarding the grant funds. The staff will go down the ranked list awarding funds until either:

1) insufficient funds remain to fully fund a proposal; or

2) two or more proposals are tied, having received identical scores.

Step 3: If there are insufficient funds remaining in the pool of Title III funds to fully fund the next application, the staff will negotiate with the applicant. The staff will describe the situation to the applicant, explaining that their proposal is next in line to be funded, but the requested amount of money is not available. The applicant could either:

1) agree to accept the lesser amount and, if necessary reduce the level of activity to be conducted:

   a) if this is acceptable to the staff, that applicant will be awarded the lesser amount.

   b) if that reduction in activity is unacceptable to the staff and negotiations are at a standstill, that applicant will be awarded no funds. Staff will then consider the next proposal on the list and negotiate with them, if necessary.

2) not agree to reduce the amount requested (staff would then consider the next proposal on the list).

Step 4: In the event that ties occur in the ranked listing of applicants, the following procedures will be followed.

1) In the case of two proposals tied with the same score:

   a) if there are sufficient funds available to award grants to both applications, this will be done;

   b) if there are not enough funds to award grants to both applicants, the staff will initiate negotiations with the applicant requesting the least amount of money. The negotiations will proceed as detailed in Step 3. Should negotiations with both of the tied applicants prove unsuccessful, staff will go to the next proposal on the list.

2) In the case of more than two proposals tied, the decision will be referred back to the LSCA Advisory Council for resolution. The Council members who participated in the process will receive the set of alternative decisions which could be made with the funds available. They will rank these alternatives in the order of desirability. These ranks will be compiled and the alternative(s) with the highest median score will be awarded funds. This process will probably be conducted by a mailing to the Council members outlining the decisions to be made and by telephoning the members to obtain their ranking recommendations. Should this process break down, the TSL staff will exercise its judgment in making the award.

Step 5: The announcement of the grant recommendations will be sent to the applicants, the LSCA Advisory Council, and other interested persons.

In addition to this announcement, the compilation of reviewer scores and comments will be provided.

Step 6: The funding recommendations will be presented to the Texas State Library and Archives Commission for approval. This will be done in an open meeting prior to September 1, 1986.

IV. Program Requirements

Any publication or presentation resulting from or primarily related to the work conducted under this contract shall contain the following disclaimer:

> The activity which is the subject of this report was supported in whole or in part by the U.S. Department of Education. However, the opinions expressed herein do not necessarily reflect the position or policy of the U.S. Department of Education and no official endorsement by the U.S. Department of Education should be inferred.

Promotional materials, bibliographies, and other such short pieces should give the following acknowledgement:

> Published with funds granted under the Library Services and Construction Act, Title III, P.L. 94-480.

If this contract results in copyrightable material, the subgrantee is free to copyright the work but the Texas State Library reserves a royalty-free, nonexclusive and irrevocable license to reproduce, publish or otherwise use and to authorize others to use the work for government purposes.

V. Program Administration

A. Monitoring and Reporting of Program Performance

The subgrantee agrees to submit four Project Evaluation Reports showing: (1) overall objectives of the project; (2) summary of project results; (3) specific project objectives; (4) specific project results; and (5) significant project developments. The evaluation reports are for the periods:

(1) September 1, 1986 through November 30, 1986 due December 31, 1986.

(2) December 1, 1986 through February 28, 1987 due March 25, 1987.

(3) March 1, 1987 through May 31, 1987 due June 25, 1987.

(4) June 1, 1987 through August 31, 1987 due September 25, 1987.

Project Evaluation Reports follow a specified format, the instructions for which are provided to project managers.

B. Property Management

1. The Texas State Library will not approve the purchase of automobiles for use by project personnel. Vehicles necessary to carry out a specific program (e.g., delivery van, bookmobile or media mobile) will be reviewed by the Commission on an individual basis.
2. Each project must maintain and submit an inventory of all nonexpendable personal property valued at more than three hundred dollars ($300.00). Reports should be filed within 30 days of property receipt.
3. All proposed equipment purchases must be itemized and attached to Part III of the application.

4. Use and disposition of all property acquired under the grant will be in accordance with OMB Circular A-102, Attachment N and Texas statutes regarding property accounting.

C. Procurement

The grantee's existing procedures for procurement of supplies, equipment and services will be acceptable, providing that they conform to OMB Circular A-102, Attachment O.

D. Compliance

All applicants must certify compliance with the provisions of the Rehabilitation Act of 1973, Section 504; the Civil Rights Act of 1964, Title VI; Title IX of the Education Amendments of 1972; Age Discrimination Act (42 U.S.C. 6101 et. seq.).

VI. Fiscal Administration

A. Definitions

There are three types of Title III contracts administered by the Texas State Library.

A subgrant contract is an agreement between the Texas State Library and a city or county government specifically authorized under Article 5436(c), V.C.S.

An interagency contract is an agreement between the Texas State Library and another state agency or state college or university authorized under Article 4413(32), V.C.S.

A service contract is an agreement between the Texas State Library and a private organization, firm, or individual for reimbursement of services to be performed under the terms of the contract. A service contract is subject to approval by the Governor's Office when the amount of the contract exceeds $10,000.

B. Unallowable Costs

Building construction, renovation and library materials are not allowable costs under LSCA Title III subgrants. Expenses incurred in the preparation of the proposal are not allowable.

C. Matching Standards

Matching funds are not required, but will be viewed favorably during the proposal review process. Matching support may be in the form of cash, in-kind services, or grants from another source. Those claiming matching funds should document their calculations of in-kind contributions. Claims of matching funds and in-kind contributions from participating institutions should be documented and verifed in letters of concurrence from these institutions.

D. Cost Principles

1. Cost applicable to Title III grants shall follow the general principles established in OMB Circulars A-87, A-102, and HHS Guide OASC-10, as modified by House Bill 391, the Uniform Grant and Contract Management Act of 1981.

2. Interest earned on LSCA grant funds at the subgrantee level shall be refunded to the federal government. This does not apply to service or interagency contracts.

3. If the applicant has an indirect cost plan on file, indirect cost may be charged to the grant at the established rate. If the agency does not have an indirect cost plan, then a rate based on the Governor's Office Indirect Cost Computation Table must be used (see Appendix C). Indirect cost reimbursement on all interagency contracts, if claimed, will be computed using this Table.

4. Travel and per diem expenses are allowable for project personnel only (see Application Guidelines II.D.8., Page 8). A subgrantee must reimburse staff travel and per diem at the rate authorized by the local government or institution.

5. The following costs are allowable, but must have the specific written prior approval of the Texas State Library: automatic data processing services or equipment, building space and related facilities, capital expenditures, insurance and indemnification and professional services. To as great extent as possible, all prior approval costs should be itemized in the grant proposal. Authorization of these costs as part of the application process constitutes prior approval, except in cases where additional justification, documentation, or other specific information may be required in order to secure prior approval for these costs. The latter situation may arise in particular with regard to data processing costs. Were additional information required to secure prior approval, the information would be sought subsequent to the award of the grant, but prior to the issuing of a contract for the grant award.

6. In addition to requiring prior approval by the Texas State Library as a professional service, the hiring of consultants under the terms of a service contract will require a finding of fact by the Governor's Office that a need exists for consulting services, when such services will exceed $10,000 per year. Consulting services under the terms of a subgrant contract do not carry this requirement.

E. Program Income

Program income accounting guidelines may be found in OMB Circular A-102, Attachment E. (Not applicable to service agreements or interagency contracts.)

F. Grant Payments

To draw funds against their contract accounts, subgrant contractors must submit to the Texas State Library a completed Form 270, "Request for Advance Reimbursement," to cover projected expenses for an appropriate period of time.

In the case of a service or interagency contract, the institution must submit a purchase voucher for reimbursement of services rendered. Vouchers for reimbursement shall be on standard forms required by the Comptroller and shall conform to the categories of expense described in the contract. Vouchers can only be submitted for reimbursement of actual costs incurred. They cannot be used to request funds to cover anticipated expenses.

G. Budget Revision Procedures

Subgrantees must request by letter the shifting of budgeted funds:

1. when cumulative transfers exceed 5% of the total budget,
2. when there is a change in the scope of the program or method of implementing the project.

If a revision under 1. is requested, modification of the contract through a letter of concurrence signed by the subgrantee and approved by the appropriate Texas State Library official is required. If a change under 2. is requested, only the approval of the appropriate Texas State Library official is needed; a letter of concurrence signed by the subgrantee is not required. However, if the change involves a cost requiring prior approval, a contract amendment will be required.

H. Standards for Financial Management Systems

OMB Circular A-102, Attachment G, delineates financial management standards applicable to Title III projects.

I. Cash Depositories

Grant funds must be deposited in a bank with FDIC insurance coverage and any balances exceeding FDIC coverage must be collaterally secure. Consistent with the national goal of expanding opportunities for minority business enterprises, subgrantees are encouraged to use minority banks.

J. Bonding and Insurance

Since federal regulations in bonding and insurance relate to construction and renovation, these rules do not apply to Title III subgrants.

K. Financial Status Reports

Financial Status Reports must be submitted to the Texas State Library according to the following schedule:

December 31, 1986
March 25, 1987
June 25, 1987
September 25, 1987
December 31, 1987 (only required if there were unliquidated funds on August 31, 1987.)

L. Grant Close-Out Procedures

All funds must be expended and/or obligated by August 31, 1987. All obligations are to be liquidated by November 30, 1987. The final audit is due at the Texas State Library on February 1, 1988, except for cities or counties, whose audits shall be due 180 days following the close of their fiscal year. Audits of interagency contracts will be due within 30 days of their receipt from the State Auditor. OMB Circular A-102, Attachment L, gives additional guidelines.

M. Record Retention

1. The subgrantee must retain time records for reimbursement of personnel services charged to the grant account. Reimbursement of prorated personnel services may be charged to the grant account if the percentage of time expended on the grant program is clearly specified on the time records.

2. The subgrantee must agree to maintain financial records and other evidence pertaining to all costs incurred and revenues or other applicable credits in accordance with generally accepted accounting principles. Records must be retained for a period of five years and shall be made available to the Secretary of Education and the Comptroller General of the United States and the State of Texas or their duly authorized representatives for the purpose of audit and examination of any books, documents, papers and records of the subgrantee at all reasonable times during the five year retention period.

VII. Audit

A. Audit Requirements

1. The cost of the audit of subgrant contract or service contract funds is an allowable expense if provided for in the contract. An audit will be required to verify that all grant monies were expended and/or obligated as of August 31, 1987, in accordance with the terms of the contract and that all obligations were liquidated by November 30, 1987.

2. All audits must be conducted by an independent certified public accountant or a public accountant licensed by the Texas State Board of Public Accountancy.

3. Cities or counties receiving Title III grants must utilize the single audit procedures described below. Other subgrantees must utilize the individual grant audit procedure.

4. Recipients of interagency contracts will agree to audit the grant contract as a part of their agency audit conducted by the State Auditor, and to submit the audit within 30 days of receipt.

B. Grant Audit Procedures for Subgrant and Service Contracts

1. The Individual Grant Audit - the subgrantee may charge expenditures against the grant only if they conform to the approved grant application and are for reimbursement of expenses incurred or obligated during the grant period. Grant funds may not be expended or encumbered after August 31, 1987; nor should funds be expended or obligated prior to September 1, 1986, unless specifically provided for in the grant contract. By November 30, 1987, all obligations of the grant period must have been paid. An audit will then be submitted to the Texas State Library and all unexpended funds will be returned or a final request for any funds due will be submitted.

a. Expenditures must be identified by the categories specified under the contract.

b. The audit must identify the maximum allowable expense for indirect costs, if any, as determined by the indirect cost rate specified in the contract applied to the direct expenditures verified in the audit.

c. The audit must identify the amount of interest earned on the grant, if any. All interest earned must be refunded to the Texas State Library at the completion of the audit. (Not applicable to service agreements or interagency contracts.)

d. The audit must identify the amount of program income earned as a result of this grant, if any, and must verify that the income was properly credited to the grant account. Unexpended program income funds must be refunded to the Texas State Library at the completion of the audit. (Not applicable to service agreements or interagency contracts.)

e. Individual grant audits must be received by February 1, 1988.

2. The Single Audit (cities and counties only) - coordinated approach to auditing where audits are performed on an organization-wide basis.

   a. Each grant must be identified in the single audit report by its unique contract number.

   b. All audits must be conducted in accordance with the provisions of OMB Circular A-102, Attachment P and OMB compliance supplements.

   c. Single audits must be received no later than 180 days following the local fiscal year during which the grant was received.

C. Audit Appeals

If a grantee wishes to appeal an audit exception, the appeals procedure outlined in Rule 1.122 of the Rules for Administering the Library Systems Act should be followed. A copy of the procedure will be provided to grantees as a part of their contract packet.

VIII. Standard Forms

Attached are the following sample forms, which form the application packet.

Appendix A:	Checksheet
Appendix B:	Application for Federal Assistance, Parts I-V
Appendix C:	Governor's Office Indirect Cost Computation Table

JS:bc
7-31-85
3002.2/III.1-17

TEXAS PANHANDLE COOPERATIVE PROJECT
CENTRALIZED TECHNICAL PROCESSING CENTER
AMARILLO JUNIOR COLLEGE DISTRICT
TITLE III
STATE FISCAL YEAR 1986

This proposal describes a multitype interlibrary cooperative automation project in which school, public, academic, and special libraries in the Texas Panhandle share use of the Harrington Library Consortium's automated system to establish a centralized technical processing facility to enable cooperative resource sharing to continue. The project libraries will use the following HLC subsystems: Inventory Conversion, Inventory Acquisitions, Patron Registration, Circulation and Interlibrary Lending, Public Access Catalog and Acquisitions.

This proposal requests funds to initiate a three-phase plan to be implemented over the next three years. The ultimate objective is to establish a decentralized selection program culminating in a centralized ordering, receiving, processing, cataloging and inventorying outlet to serve all the HLC participants.

JS:mt
3011.3/AMARILLO

BIBLIOGRAHIC ASSOCIATION OF THE RED RIVER COOPERATIVE PROJECT FOR MULTITYPE LIBRARY DEVELOPMENT
GRAYSON COUNTY COLLEGE
TITLE III
STATE FISCAL YEAR 1986

This proposal describes a multitype cooperative library automation project involving college and public libraries in the Texas Red River area. The project libraries will convert their bibliographic information into machine readable form preparatory to acquiring a computer system to support regional resource sharing. Also, the proposal describes a planning process which should produce a formal governance document and computer system design.

JS:mt
3011.3/GRAYSON

PAISANO CONSORTIUM OF LIBRARIES UNION LIST OF SERIALS
UNIVERSITY OF HOUSTON AT VICTORIA
TITLE III
STATE FISCAL YEAR 1986

Ten libraries in South Texas have formed the PAISANO consortium with the goals of sharing resources through various cooperative efforts. The initial goal of the consortium is to share serials resources through improved access to the collections and improved document delivery. The first half of this goal can be best achieved by the creation of a regional union list of serials, using the OCLC Union List function. Document delivery can best be improved through the use of telefacsimile equipment to transmit both interlibrary loan requests and articles.

An LSCA Title III grant is being sought to fund the creation of the regional union list, which will be integrated with the Texas State Union List, and to provide funds for the acquisition of telefacsimile equipment. The possible levels of funding for telefacsimile equipment are:

Level I, which would fund leasing equipment for the member libraries during the period of the grant.

Level II, which would fund the purchase of five telefacsimile units to be distributed on a sub-regional basis.

Level III, which would fund the purchase of nine telefacsimile units to be placed in those member libraries not currently owning third generation equipment.

JS:mt
3011.3/PAISANO

TEXISTICS: BUSINESS AND INDUSTRY
TEXAS ADVISORY COUNCIL ON INTERGOVERNMENTAL RELATIONS
TITLE III
STATE FISCAL YEAR 1986

In a cooperative effort, several state depository libraries, information services of the Texas State Library (TSL) and the Texas Advisory Commission on Intergovernmental Relations (TACIR) propose the compilation of an annotated union list of state data sources useful for business and industry.

In providing access to state business statistics, this annotated list will improve library reference services, facilitate resource sharing among Texas libraries, and further cooperation among Texas state depository libraries. In addition, the list will be helpful to researchers and planners in both the public and private sectors, many of whom regularly contact the staff of the Texas Data Management Program. Both TSL and Texas ACIR are part of the network of Texas agencies comprising the program.

Title III funds will be used for major research costs and report expenses. Participating libraries will share the cost of research, making the list comprehensive, and distributing the printed reports.

JS:ma
3011.3/TACIR

LIBRARY SERVICES AND CONSTRUCTION ACT

BASIC STATE PLAN

FFY 1986

Library Development Division

Texas State Library

OMB Approval No. 1850-0528

Department of Education
Center for Libraries and Education Improvement

CERTIFICATION

The State of TEXAS submits the BASIC STATE PLAN (State-Federal Agreement) in accordance with the provisions of the Library Services and Construction Act, as amended, and in accordance with applicable regulations, with the Certificate of Appropriate State Legal Officer.

Submitted by Texas State Library and Archives Commission (Name of State Agency) on June 1, 1985 (Date)

By Dorman H. Winfrey (Signature of Authorized Official) Director-Librarian (Title)

FOR ED USE ONLY	DATE ON WHICH PLAN OR AMENDMENT IS EFFECTIVE	
APPROVAL RECOMMENDED	SIGNATURE OF DIRECTOR, DLP	DATE
CONCURRED	SIGNATURE OF DIRECTOR, CLEI	DATE
APPROVED	SIGNATURE OF ASSISTANT SECRETARY, OERI	DATE

ED No. 921

BASIC STATE PLAN
(State-Federal Agreement)

Library Services and Construction Act,
Public Law 91-600, as amended
by Public Law 98-480

The Texas State Library and Archives Commission
(Officially designated State Library Administrative Agency)

of the State of Texas (hereinafter referred to as "the State Agency") agrees and assures that the Basic State Plan serves as an agreement between the State and the Federal Government under the Library Services and Construction Act, as amended (hereinafter referred to as "the Act"), and that Federal funds requested for each of the fiscal years 1985, 1986, and 1987 will be administered in accordance with the following provisions:

1. The State assures that:
   a. It has and will use adequate fiscal and legal authority to administer or supervise the administration of programs authorized by the Act as described in the attached Certificate of Appropriate State Legal Officer.
   b. It has and will use fiscal control and accounting procedures that will assure proper disbursement of, and accounting for, the Federal funds paid to the State, including any funds it pays to other public agencies or to nonprofit private agencies, under the Act.
   c. (1) It will develop its long-range program and its annual program in consultation with the U.S. Secretary of Education and with the advice of the State Advisory Council on Libraries.

(2) It will submit to the Department of Education: (a) the long-range program, on or before October 1, 1984, and (b) the annual program and the annual amendments to the long-range program, prior to October 1, of each of the fiscal years 1985, 1986, and 1987.

d. Any funds paid to the State in accordance with a long-range program and annual program will be spent solely for the purposes for which they were authorized and appropriated.

e. It will make reports, including reports of evaluations, in such form and containing such information as the Secretary may reasonably require to carry out the Secretary's functions under the Act and to determine the extent to which funds provided under the Act have been effective in carrying out its purposes.

f. It will keep records that verify reports submitted to the Secretary and will give the Secretary access to these records as he finds necessary to assure the correctness of the reports submitted.

g. It will include in its long-range program a description of the State's identified present and projected library needs, and will specify its established policies, priorities, criteria, and procedures necessary to the implementation of all programs in which the State will participate under the provisions of the Act, and which are incorporated by reference in this Basic State Plan.

h. It will include in its long-range program its policies and procedures for coordinating its library programs and projects with the library programs and projects of institutions of higher education or local elementary or secondary schools, and with other public or private service programs.

i. It has established a State Advisory Council on Libraries pursuant to the requirements of Section 3(8) of the Act.

j. It will have available for expenditure from State and local sources in each FY 1985, 1986, and 1987, funds that are:

   (1) Sufficient to earn the State's minimum allotment under Title I of Section 5(a) of the Act; and

   (2) Not less than the total amount actually expended for purposes under Title I of the Act during the second fiscal year preceding each of these fiscal years.

k. It will have available for expenditure from State sources for Title I purposes in each FY 1985, 1986, and 1987 not less than the total amount of funds actually expended for these purposes during the second fiscal year preceding each of these fiscal years.

l. It will expend in FY 1985, 1986, and 1987, from Federal, State, and local sources, an amount not less than the total amount expended by the State from those sources for State institutional library services and library services to the physically handicapped, during the second fiscal year preceding each of these fiscal years, except that the amount that the State will be required to expend pursuant to Section 103(3) will be ratably reduced to the extent that Federal allocations to the State are reduced.

m. Federal funds received under Title I and II of the Act, and expended by the State Agency for administrative costs in connection with programs and activities carried out under Titles I, II, and III, will not exceed the greater of (1) 6 per cent of the sum of the amounts allotted to the State under Titles I and II for such fiscal year or (2) $60,000.

n. The State will not reduce the amount of funds paid to a major urban resource library for the purposes of clause (2) of section 103 during each fiscal year below the amount paid for these purposes in the preceding year.

o. The State library administrative agency assures that priority will be given to programs or projects that:

   (1) Improve access to public resources and services for the least served populations in the State, including programs for individuals with limited English-speaking proficiency or handicapping conditions, and programs and projects in urban and rural areas;

   (2) Serve the elderly;

   (3) Are designed to combat illiteracy; and

   (4) Increase services and access to services through effective use of technology.

p. It will make its State Plan available to the public as finally approved by the Secretary.

q. It will comply with the requirements of the Act, other applicable statutes, the applicable regulations at 34 CFR part 770, and the Education Department General Administrative Regulations (EDGAR), at 34 CFR Part 74, Part 76, Part 77, Part 78, and Part 79 (Intergovernmental Review of Department of Education Programs and Activities).

2. Each program, project, or activity that receives Federal funds under the Library Services and Construction Act, as amended, will be administered and operated in accordance with the paragraphs in item 1 (The State Agency assurances) of this agreement.

260

3. The State Agency recognizes and agrees that Federal financial assistance will be extended in consideration for, and in reliance on, this State-Federal agreement, and the United States has the right to seek administrative and judicial enforcement of this agreement.

Texas State Library & Archives Commission	Dorman H. Winfrey
(State Library Administrative Agency)	**(Signature of Authorized State Agency Official)**
Box 12927/Capitol Station	Director-Librarian
(Address)	**(Title)**
March 21, 1985	
(Date)	

CERTIFICATE OF APPROPRIATE STATE LEGAL OFFICER

I hereby certify that Texas State Library, (Name of State Agency) Texas (Name of State) is the sole State agency with authority under State law to develop, submit and administer or supervise the administration of, the State plan under the Library Services and Construction Act, as amended by Public Law 98-480; that Dorman H. Winfrey (Name of authorized State Agency Official) is the officer authorized to submit the State plan for the named State agency; that the State Treasurer ~~or~~ Ann Richards (~~Title of Officers other than State Treasurer~~) has authority under State law to receive, hold and disburse Federal funds under the State plan; and that all provisions contained in the plan are consistent with the State law.

Jim Mattox
(Signature, Attorney General or Other State Legal Officer)

Attorney General of Texas
(Title)

January 18, 1985
(Date)

GENERAL CRITERIA
Applicable to All Annual Program Proposals

The Texas State Library will give priority considerations to proposals which meet any of the criteria listed below.

A. Geographic Areas which serve urban or rural areas with high concentrations of low income families.
   1. Regions in Texas with an incidence of poverty greater than the national average of 10% for families as taken from the 1980 U.S. Census, Provisional Estimates of Social, Economic, and Housing Characteristics Report.
   2. Regions in Texas with an incidence of black Americans greater than the national average of 11.7% as taken from the 1980 U.S. Census.
   3. Regions in Texas with an incidence of elderly below the poverty level greater than the national average of 15.7%, as taken from the 1980 U.S. Census.
   4. Regions qualified under the Public Works and Economic Development Act of 1965 (42 U.S.C. 3161) Section 401 with one or more of the following characteristics:
      a. Substantial and persistent unemployment
      b. Low median family income
      c. Indian Reservations or trust, or restricted Indian-owned land
      d. Unusual and abrupt rise in unemployment resulting from the loss, removal, curtailment, or closing of a major employment source
      e. Special impact area
      f. Decline in per capita employment
      g. Substantial unemployment

B. Geographic Areas which serve regions with high concentrations of persons of limited English speaking ability defined as regions in Texas with a population of Spanish Origin greater than the national average of 6.4%,as taken from the 1980 U.S. Census.

C. Geographic Areas which seek to establish, reorganize into larger units, or improve public library services in areas with no or limited library services.

1. Regions without free public library service or where there is no public library that has been supported with public funds during the preceding three years.
2. Regions with inadequate public library services which do not meet the appropriate standards for library services as set forth in one of the following (these are also applicable to A and B above):
    a. Rules and Regulations for the Department of Education, Office of Library and Learning Technologies, Education Division General Administrative Regulations (EDGAR), Code of Federal Regulations, Title 34, Parts 74 and 76.
    b. Rules and Regulations for Public Library Construction, Library Services and Interlibrary Cooperation, Code of Federal Regulations, Title 34, Part 770.
    c. Minimum Standards for Public Library Systems, ALA, 1967. All standards except numbers 14, 49-55, and 57-59.
    d. Guidelines for Audiovisual Materials and Services for Large Public Libraries, ALA, 1975. All criteria.
    e. Interim Standards for Small Public Libraries, ALA, 1967; guideline for space requirement, page 15.
    f. "Texas Library Association Standards and Guidelines for Texas Public Libraries 1983," TLA, 1983. All criteria.
    g. Output Measures for Public Libraries: A Manual of Standardized Procedures, ALA, 1982.

D. Persons who are unable to utilize public library outlets.

1. Physically handicapped persons (including the blind and visually handicapped) will be certified by a competent authority as unable to read or to use conventional printed materials as a result of physical limitations for purposes of eligiblity for this service. These authorities shall include doctors, social workers, librarians, or other similar competent professional representatives or agencies that serve the clientele regularly. According to American Federation for the Blind estimates, 1.4% of the general population is eligible for these services; it is assumed that a maximum of 50 percent of the eligible population will be interested in these services.

2. The residents of institutions that are operated by an agency or department of the State of Texas. The adequacy of such services will be judged against the following:
    a. Standards for Libraries at Institutions for the Mentally Retarded. American Library Association; (1981); Resource Measures, Standard 3.3.1.
    b. Library Standards for Juvenile Correctional Institutions. American Correctional Association and American Library Association. 1975; Resource Measures, Standard 2.3.3.1
    c. Library Standards for Adult Correctional Institutions: Final Draft. ALA/ACA Joint Committee on Institutional Libraries. 1976; Resource Measures, Standard 2.3.4.1.

E. Hearing-impaired persons who need assistance in using public library outlets. According to the Texas Commission for the Deaf, there are approximately 860,000 Texans with hearing impairments of all degrees, including 122,000 deaf. Although basic library services to these persons are the same as those offered to the general public, specially trained library staff and such devices as teletypewriters may improve utilization and access greatly.

F. Adults with special learning needs. From the 1980 U.S. Census it is estimated that of the 7,938,271 Texans over the age of 25, 1,715,109 have completed less than 9 years of schooling, and that 38.6% of the population 25 years of age and older lack high school diplomas.

G. Elderly persons who are: (1) unable to utilize public library facilities (2) need assistance in using public libraries or (3) have other special needs. Based on the 1980 U.S. Census, 1,371,161 Texans or 9.63% of the population are 65 and over.

H. Major urban resource libraries offering services to persons living outside local political subdivisions that financially support these libraries. Public libraries located in Texas cities of at least 100,000 persons and having collections of at least 100,000 book volumes, may qualify for assistance in providing without charge reference services and for on-site use of the collection to non-residents. Verification of such on-site collection use will be required.

Libraries Meeting Criteria:

Houston
Dallas
San Antonio
El Paso
Fort Worth
Austin
Corpus Christi
Lubbock
Abilene
Arlington
Amarillo
Garland
Beaumont
Pasadena
Irving
Waco
Odessa

Geographic Area Served:

Entire state of Texas.

Service Area Defined:

The service area of each MURL is the area outside the city and county that financially support the library and may include persons from other regions (systems) of the state.

I. Public library construction grants in compliance with P.L. 98-480 and 34CFR 76.1. According to a 1983 building survey of public library buildings, over 11 million Texans do not have access to adequate library facilities. In addition, only three libraries serving populations over 25,000 met TLA standards.

OMB Approval No 0348-00

FEDERAL ASSISTANCE

1. TYPE OF SUBMISSION *(Mark appropriate box)*
☐ NOTICE OF INTENT (OPTIONAL)
☐ PREAPPLICATION
☒ APPLICATION

2. APPLICANT'S APPLICATION IDENTIFIER
a. NUMBER
b. DATE *Year month day* 19

3. STATE APPLICATION IDENTIFIER *NOTE: TO BE ASSIGNED BY STATE*
a. NUMBER
b. DATE ASSIGNED *Year month day* 19

Leave Blank

SECTION I—APPLICANT/RECIPIENT DATA

4. LEGAL APPLICANT/RECIPIENT
a. Applicant Name Texas State Library & Archives Commission
b. Organization Unit Library Development Division
c. Street/P.O. Box P. O. Box 12927/Capitol Station
d. City Austin,
e. County Travis
f. State Texas
g. ZIP Code 78711
h. Contact Person *(Name & Telephone No.)* William D. Gooch 512/475-2166

5. EMPLOYER IDENTIFICATION NUMBER (EIN)

6. PROGRAM *(From CFDA)*
a. NUMBER 84.034
MULTIPLE ☐
b. TITLE Title I Library Services

7. TITLE OF APPLICANT'S PROJECT (Use section IV of this form to provide a summary description of the project.)
FFY 1986 Library Services and Construction Act Basic State Plan; Annual Program Title I; and Long Range Plan Update 1986-1988.

8. TYPE OF APPLICANT/RECIPIENT
A—State
B—Interstate
C—Substate Organization
D—County
E—City
F—School District
G—Special Purpose District
H—Community Action Agency
I—Higher Educational Institution
J—Indian Tribe
K—Other (Specify):
Enter appropriate letter A

9. AREA OF PROJECT IMPACT *(Names of cities, counties, states, etc.)*
Statewide

10. ESTIMATED NUMBER OF PERSONS BENEFITING
14,229,191

11. TYPE OF ASSISTANCE
A—Basic Grant
B—Supplemental Grant
C—Loan
D—Insurance
E—Other
Enter appropriate letter(s) A

12. PROPOSED FUNDING

a. FEDERAL	$ 4,295,846.00
b. APPLICANT	7,076,077.00
c. STATE	.00
d. LOCAL	.00
e. OTHER	.00
f. Total	$11,371,923.00

13. CONGRESSIONAL DISTRICTS OF
a. APPLICANT State
b. PROJECT NA

14. TYPE OF APPLICATION
A—New
B—Renewal
C—Revision
D—Continuation
E—Augmentation
Enter appropriate letter A

15. PROJECT START DATE *Year month day* 19 NA

16. PROJECT DURATION NA Months

17. TYPE OF CHANGE *(For 14c or 14e)*
A—Increase Dollars
B—Decrease Dollars
C—Increase Duration
D—Decrease Duration
E—Cancellation
F—Other (Specify): NA
Enter appropriate letter(s) ☐☐☐

18. DATE DUE TO FEDERAL AGENCY ▶ *Year month day* 19 85 10 01

19. FEDERAL AGENCY TO RECEIVE REQUEST U.S. Department of Education
a. ORGANIZATIONAL UNIT (IF APPROPRIATE) Office of Educational Research and Improvement
b. ADMINISTRATIVE CONTACT (IF KNOWN) Evaline Neff, Adm. Librarian
c. ADDRESS
Department of Education, SPLSB
400 Maryland Avenue, SW, Washington, D.C. 20202-1630

20. EXISTING FEDERAL GRANT IDENTIFICATION NUMBER
74-60000126

21. REMARKS ADDED ☐ Yes ☒ No

SECTION II—CERTIFICATION

22. THE APPLICANT CERTIFIES THAT ▶ To the best of my knowledge and belief, data in this preapplication/application are true and correct, the document has been duly authorized by the governing body of the applicant and the applicant will comply with the attached assurances if the assistance is approved.

a. YES. THIS NOTICE OF INTENT/PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON:
DATE September 1, 1985

b. NO. PROGRAM IS NOT COVERED BY E.O. 12372 ☐
OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW ☐

23. CERTIFYING REPRESENTATIVE
a. TYPED NAME AND TITLE
Dorman H. Winfrey
Director-Librarian
b. SIGNATURE Dorman H. Winfrey

SECTION III—FEDERAL AGENCY ACTION

24. APPLICATION RECEIVED *Year month day* 19

25. FEDERAL APPLICATION IDENTIFICATION NUMBER

26. FEDERAL GRANT IDENTIFICATION

27. ACTION TAKEN
☐ a. AWARDED
☐ b. REJECTED
☐ c. RETURNED FOR AMENDMENT
☐ d. RETURNED FOR E.O. 12372 SUBMISSION BY APPLICANT TO STATE
☐ e. DEFERRED
☐ f. WITHDRAWN

28. FUNDING

a. FEDERAL	$ .00
b. APPLICANT	.00
c. STATE	.00
d. LOCAL	.00
e. OTHER	.00
f. TOTAL	$ .00

29. ACTION DATE ▶ *Year month day* 19

30. STARTING DATE *Year month day* 19 10 1

31. CONTACT FOR ADDITIONAL INFORMATION *(Name and telephone number)*
Phone: (202) 254-9664

32. ENDING DATE *Year month day* 19 09 30

33. REMARKS ADDED ☐ Yes ☐ No

NSN 7540-01-008-8162
PREVIOUS EDITION IS NOT USABLE

424-103

STANDARD FORM 424 PAGE 1 (Rev. 4-84)
Prescribed by OMB Circular A-102

OMB Approval No. [illegible]

FEDERAL ASSISTANCE

1. TYPE OF SUBMISSION (Mark appropriate box)
☐ NOTICE OF INTENT (OPTIONAL)
☐ PREAPPLICATION
☒ APPLICATION

2. APPLICANT'S APPLICATION IDENTIFIER
a. NUMBER
b. DATE Year month day 19

3. STATE APPLICATION IDENTIFIER NOTE: TO BE ASSIGNED BY STATE
a. NUMBER
b. DATE ASSIGNED Year month day 19

Leave Blank

SECTION I—APPLICANT/RECIPIENT DATA

4. LEGAL APPLICANT/RECIPIENT
a. Applicant Name: Texas State Library & Archives Commission
b. Organization Unit: Library Development Division
c. Street/P.O. Box: P. O. Box 12927/Capitol Station
d. City: Austin
e. County: Travis
f. State: Texas
g. ZIP Code: 78711
h. Contact Person (Name & Telephone No.): William D. Gooch
512/475-2166

5. EMPLOYER IDENTIFICATION NUMBER (EIN)

6. PROGRAM (From CFDA)
a. NUMBER: 84.15
MULTIPLE ☐
b. TITLE: Title II, Public Library Construction

7. TITLE OF APPLICANT'S PROJECT (Use section IV of this form to provide a summary description of the project.)
FFY 1986 Library Services and Construction Act Basic State Plan; Annual Program Title II; and Long Range Plan Update 1986-1988.

8. TYPE OF APPLICANT/RECIPIENT
A—State
B—Interstate
C—Substate Organization
D—County
E—City
F—School District
G—Special Purpose District
H—Community Action Agency
I—Higher Educational Institution
J—Indian Tribe
K—Other (Specify)
Enter appropriate letter: A

9. AREA OF PROJECT IMPACT (Names of cities, counties, states, etc.)
Statewide

10. ESTIMATED NUMBER OF PERSONS BENEFITING
14,229,191

11. TYPE OF ASSISTANCE
A—Basic Grant
B—Supplemental Grant
C—Loan
D—Insurance
E—Other
Enter appropriate letter(s): A

12. PROPOSED FUNDING

a. FEDERAL	$ 1,350,242.00
b. APPLICANT	.00
c. STATE	.00
d. LOCAL	6,921,600.00
e. OTHER	.00
f. Total	$ 8,271,842.00

13. CONGRESSIONAL DISTRICTS OF
a. APPLICANT: State
b. PROJECT: NA

14. TYPE OF APPLICATION
A—New
B—Renewal
C—Revision
D—Continuation
E—Augmentation
Enter appropriate letter: A

15. PROJECT START DATE Year month day 19 NA

16. PROJECT DURATION NA Months

17. TYPE OF CHANGE (For 14c or 14e)
A—Increase Dollars
B—Decrease Dollars
C—Increase Duration
D—Decrease Duration
E—Cancellation
F—Other (Specify): NA
Enter appropriate letter(s):

18. DATE DUE TO FEDERAL AGENCY ▶ Year month day 19 85 10 01

19. FEDERAL AGENCY TO RECEIVE REQUEST: U.S. Department of Education
a. ORGANIZATIONAL UNIT (IF APPROPRIATE): Office of Educational Research and Improvement
b. ADMINISTRATIVE CONTACT (IF KNOWN): Evaline Neff, Adm. Librarian
c. ADDRESS: Department of Education, SPLSB
400 Maryland Avenue, SW, Washington, D.C. 20202-1630

20. EXISTING FEDERAL GRANT IDENTIFICATION NUMBER
74-60000126

21. REMARKS ADDED ☐ Yes ☒ No

SECTION II—CERTIFICATION

22. THE APPLICANT CERTIFIES THAT ▶ To the best of my knowledge and belief, data in this preapplication/application are true and correct, the document has been duly authorized by the governing body of the applicant and the applicant will comply with the attached assurances if the assistance is approved.

a. YES. THIS NOTICE OF INTENT/PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON
DATE September 1, 1985
b. NO. PROGRAM IS NOT COVERED BY E.O. 12372 ☐
OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW ☐

23. CERTIFYING REPRESENTATIVE
a. TYPED NAME AND TITLE: Dorman H. Winfrey
Director-Librarian
b. SIGNATURE: Dorman H. Winfrey

SECTION III—FEDERAL AGENCY ACTION

24. APPLICATION RECEIVED Year month day 19

25. FEDERAL APPLICATION IDENTIFICATION NUMBER

26. FEDERAL GRANT IDENTIFICATION

27. ACTION TAKEN
☐ a. AWARDED
☐ b. REJECTED
☐ c. RETURNED FOR AMENDMENT
☐ d. RETURNED FOR E.O. 12372 SUBMISSION BY APPLICANT TO STATE
☐ e. DEFERRED
☐ f. WITHDRAWN

28. FUNDING

a. FEDERAL	$ .00
b. APPLICANT	.00
c. STATE	.00
d. LOCAL	.00
e. OTHER	.00
f. TOTAL	$ .00

29. ACTION DATE ▶ Year month day 19

30. STARTING DATE Year month day 19 10 1

31. CONTACT FOR ADDITIONAL INFORMATION (Name and telephone number)
Phone: (202) 254-9664

32. ENDING DATE Year month day 19 09 30

33. REMARKS ADDED ☐ Yes ☐ No

NSN 7540-01-008-8162
PREVIOUS EDITION IS NOT USABLE

424-103

STANDARD FORM 424 PAGE 1 (Rev. 4-84)
Prescribed by OMB Circular A-102

OMB Approval No. 0348-00

FEDERAL ASSISTANCE

1. TYPE OF SUBMISSION (Mark appropriate box)
☐ NOTICE OF INTENT (OPTIONAL)
☐ PREAPPLICATION
☒ APPLICATION

2. APPLICANT'S APPLICATION IDENTIFIER
a. NUMBER
b. DATE Year month day 19

3. STATE APPLICATION IDENTIFIER
NOTE: TO BE ASSIGNED BY STATE
a. NUMBER
b. DATE ASSIGNED Year month day 19

Leave Blank

SECTION I—APPLICANT/RECIPIENT DATA

4. LEGAL APPLICANT/RECIPIENT
a. Applicant Name: Texas State Library & Archives Commission
b. Organization Unit: Library Development Division
c. Street/P.O. Box: P. O. Box 12927/Capitol Station
d. City: Austin
e. County: Travis
f. State: Texas
g. ZIP Code: 78711
h. Contact Person (Name & Telephone No.): William D. Gooch 512/475-2166

5. EMPLOYER IDENTIFICATION NUMBER (EIN)

6. PROGRAM (From CFDA)
a. NUMBER: 8 4 . 0 3
MULTIPLE ☐
b. TITLE: Title III, Interlibrary Cooperation and Resource Sharing

7. TITLE OF APPLICANT'S PROJECT (Use section IV of this form to provide a summary description of the project.)
FFY 1986 Library Services and Construction Act Basic State Plan; Annual Program Title III; and Long Range Plan Update 1986-1988.

8. TYPE OF APPLICANT/RECIPIENT
Enter appropriate letter: A

9. AREA OF PROJECT IMPACT (Names of cities, counties, states, etc.)
Statewide

10. ESTIMATED NUMBER OF PERSONS BENEFITING
14,229,191

11. TYPE OF ASSISTANCE
Enter appropriate letter(s): A

12. PROPOSED FUNDING

a. FEDERAL	$ 1,049,961.00
b. APPLICANT	.00
c. STATE	.00
d. LOCAL	.00
e. OTHER	.00
f. Total	$ 1,049,961.00

13. CONGRESSIONAL DISTRICTS OF
a. APPLICANT: State
b. PROJECT: NA

14. TYPE OF APPLICATION
Enter appropriate letter: A

15. PROJECT START DATE Year month day 19 NA

16. PROJECT DURATION NA Months

17. TYPE OF CHANGE (For 14c or 14e)
NA
Enter appropriate letter(s)

18. DATE DUE TO FEDERAL AGENCY ▶ Year month day 19 85 10 01

19. FEDERAL AGENCY TO RECEIVE REQUEST: U.S. Department of Education
a. ORGANIZATIONAL UNIT (IF APPROPRIATE): Office of Educational Research and Improvement
b. ADMINISTRATIVE CONTACT (IF KNOWN): Evaline Neff, Adm. Librarian
c. ADDRESS: Department of Education, SPLSB
400 Maryland Avenue, SW, Washington, D.C. 20202-1630

20. EXISTING FEDERAL GRANT IDENTIFICATION NUMBER
74-60000126

21. REMARKS ADDED
☐ Yes ☒ No

SECTION II—CERTIFICATION

22. THE APPLICANT CERTIFIES THAT▶ To the best of my knowledge and belief, data in this preapplication/application are true and correct, the document has been duly authorized by the governing body of the applicant and the applicant will comply with the attached assurances if the assistance is approved.

a. YES. THIS NOTICE OF INTENT/PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON
DATE September 1, 1985

b. NO. PROGRAM IS NOT COVERED BY E.O. 12372 ☐
OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW ☐

23. CERTIFYING REPRESENTATIVE
a. TYPED NAME AND TITLE: Dorman H. Winfrey
Director-Librarian
b. SIGNATURE: Dorman H. Winfrey

SECTION III—FEDERAL AGENCY ACTION

24. APPLICATION RECEIVED 19 Year month day

25. FEDERAL APPLICATION IDENTIFICATION NUMBER

26. FEDERAL GRANT IDENTIFICATION

27. ACTION TAKEN
☐ a. AWARDED
☐ b. REJECTED
☐ c. RETURNED FOR AMENDMENT
☐ d. RETURNED FOR E.O. 12372 SUBMISSION BY APPLICANT TO STATE
☐ e. DEFERRED
☐ f. WITHDRAWN

28. FUNDING

a. FEDERAL	$ .00
b. APPLICANT	.00
c. STATE	.00
d. LOCAL	.00
e. OTHER	.00
f. TOTAL	$ .00

29. ACTION DATE▶ 19 Year month day

30. STARTING DATE Year month day 19 10

31. CONTACT FOR ADDITIONAL INFORMATION (Name and telephone number)
Phone: (202) 254-9664

32. ENDING DATE Year month day 19 09 3

33. REMARKS ADDED
☐ Yes ☐ No

NSN 7540-01-008-8162
PREVIOUS EDITION IS NOT USABLE

424-103

STANDARD FORM 424 PAGE 1 (Rev. 4-84)
Prescribed by OMB Circular A-102

, Budget and
Planning Office
Date.

1. Applicants Name: Dorman H. Winfrey
Agency: Texas State Library & Archives Commission

2. Project Period
From: 10/01/85
To: 09/30/87

3. **Statutory Authority:** Article 5446a V.A.C.S. and Article 5436a V.A.C.S.

4. **Federal Funding Agency:** Dept. of Education

5. New ____ Continuation x

6. **Program(s) and Activity(ies) Allocation:**

Statewide Library Development	
Systems Development Activity	$ 8,588,551
Network Development Activity	1,127,741
Support Services Activity	349,565
Blind and Physically Handicapped	979,181
Subtotal	11,045,038
Institutional (Matching funds from other state agencies operating institutional libraries)	326,885
Total	$11,371,923

7. **Title and Anticipated Benefits of Project:**

FFY 1986 Library Services and Construction Act Basic State Plan; Annual Program Title I; and Long Range Plan Update, 1986-1988.

Receipt of Library Services and Construction Act Title I funds will enable the Texas State Library and Archives Commission to implement the "Statewide Library Development" program. Grants will be awarded to ten regional library systems for continued services to 14,229,191 Texans. Interlibrary loan and reference referral services, computer-assisted bibliographic networking, and continuing education services will be continued.

8. Anticipated Funding

	Yr. 1	Yr. 2	Yr. 3	Yr. 4	Yr. 5
Federal	$ 4,295,846	$ 4,295,846	$ 4,295,846	$ 4,295,846	$ 4,295,846
State	7,076,077	7,076,077	7,076,077	7,076,077	7,076,077
Cash					
In-Kind					
Other (specify)					
TOTAL	$11,371,923	$11,371,923	$11,371,923	$11,371,923	$11,371,923

9. **Other agencies that may be affected or that may otherwise be interested in reviewing this project;**

1. **Texas Department of Mental Health-Mental Retardation**
2. **Texas Youth Council**
3. **Texas Department of Corrections**
4. **Texas Education Agency**
5. **Texas Commission for the Deaf**
6. **Texas Commission for the Blind**
7.
8.

10. **If funded, will this project require the future appropriation of additional State funds to fully accomplish the objective?** Yes x No ____

11. **Will State funding for this project be requested if federal assistance is denied?** Yes x No ____

12. **Review Required by OMB Circular A-95.** Yes x No ____

13. **Program Number Attachment D.**
84.034

14. **Agency or Institution Authorized Representative:** Dorman H. Winfrey
(Signature)

Governor's Budget and
Planning Office
Date:

1. Applicants Name: Dorman H. Winfrey
Agency: Texas State Library & Archives Commission

2. Project Period
From: 10/01/85
To: 09/30/87

3. Statutory Authority: Article 5446a V.A.C.S. and Article 5436a V.A.C.S.

4. Federal Funding Agency: Dept. of Education

5. New ___ Continuation x

6. Program(s) and Activity(ies) Allocation:

Public Library Construction	
Administration	$1,350,242
Local Matching	6,921,600
	8,271,842

7. Title and Anticipated Benefits of Project:

FFY 1986 Library Services and Construction Act Basic State Plan; Annual Program Title II; and Long Range Plan Update, 1986-1988.

Receipt of Library Services and Construction Act Title II funds will enable the Texas State Library and Archives Commission to implement the "Public Library Construction" program.

8. Anticipated Funding	Yr. 1	Yr. 2	Yr. 3	Yr. 4	Yr. 5
Federal	$1,350,242	$1,350,242	$1,350,242	$1,350,242	$1,350,242
State					
Cash					
In-Kind					
Other (specify)	6,921,600	6,921,600	6,921,600	6,921,600	6,921,600
TOTAL	$8,271,842	$8,271,842	$8,271,842	$8,271,842	$8,271,842

9. Other agencies that may be affected or that may otherwise be interested in reviewing this project;

1. Governor's Office
2. Purchasing and General Services Commission
3.
4.
5.
6.
7.
8.

10. If funded, will this project require the future appropriation of additional State funds to fully accomplish the objective? Yes ___ No x

11. Will State funding for this project be requested if federal assistance is denied? Yes ___ No x

12. Review Required by OMB Circular A-95. Yes x No ___

13. Program Number Attachment D. 84.154

14. Agency or Institution Authorized Representative: Dorman H. Winfrey
(Signature)

BPO-1172

Planning Office
Date

1. Applicants Name: Dorman H. Winfrey
Agency: Texas State Library & Archives Commission

2. Project Period
From: 10/01/85
To: 09/30/87

3. **Statutory Authority:** Article 5446a V.A.C.S. and Article 5436a V.A.C.S.

4. **Federal Funding Agency:** Dept. of Education

5. New ____ Continuation x

6. **Program(s) and Activity(ies) Allocation:**

Statewide Library Development

System Development Activity	$ 462,000
Network Development Activity	587,961
Total	$1,049,961

7. Title and Anticipated Benefits of Project:

FFY 1986 Library Services and Construction Act Basic State Plan; Annual Program Title III; and Long Range Plan Update, 1986-1988.

Receipt of Library Services and Construction Act Title III funds will enable the Texas State Library and Archives Commission to award a contract to promote and support the operation of a multi-type library network. Title III projects are for the establishment and operation of cooperative networks, involving the coordination of the resources of school, public, academic, and special libraries.

8. Anticipated Funding	Yr. 1	Yr. 2	Yr. 3	Yr. 4	Yr. 5
Federal	$1,049,961	$1,049,961	$1,049,961	$1,049,961	$1,049,961
State					
Cash					
In-Kind					
Other (specify)					
TOTAL	$1,049,961	$1,049,961	$1,049,961	$1,049,961	$1,049,961

9. **Other agencies that may be affected or that may otherwise be interested in reviewing this project;**

1. Texas Education Agency
2. Coordinating Board, Texas College & University System
3.
4.
5.
6.
7.
8.

10. **If funded, will this project require the future appropriation of additional State funds to fully accomplish the objective?** Yes____ No x

11. **Will State funding for this project be requested if federal assistance is denied?** Yes____ No x

12. **Review Required by OMB Circular A-95.** Yes x No____

13. **Program Number Attachment D,** 84.035

14. Agency or Institution Authorized Representative: Dorman H. Winfrey
(Signature)

Library Services and Construction Act Advisory Council

Dr. Edward R. Johnson, Chair Director, A.M. Willis Library North Texas State University Box 5188 Denton, Texas 76203	Represents academic libraries	9/1/85
Mr. David M. Calloway, Vice Chair Montgomery County Library P.O. Box 579 Conroe, Texas 77301	Represents public libraries	9/1/86
Ms. Vivian Dorn 3405 Grande Court Austin, Texas 78723	Represents disadvantaged and citizens	9/1/87
Ms. Mary Kay Snell Director Amarillo Public Library Box 2171 Amarillo, Texas 79189	Represents public libraries	9/1/87
Mr. Charles C. Cardenas 1209 W. Pecan McAllen, Texas 78501	Represents citizens and disadvantaged	9/1/85
Ms. Christene Green, Librarian Giddings State School Box 600 Giddings, Texas 78942	Represents institutions	9/1/85
Mrs. Dorothy Hawthorne 1510 Ash Street Commerce, Texas 75428	Represents citizens	9/1/85
Mr. Cecil Williams P.O. Box 544 Tatum, Texas 75691	Represents blind and physically handicapped and citizens	9/1/87
Kathryn Meharg, Head Librarian Bellaire High School 2631 Pittsburg Houston, Texas 77005	Represents school libraries	9/1/85
Ms. Jean Miller UT Health Science Center at Dallas 5323 Harry Hines Boulevard Dallas, Texas 75235	Represents special libraries	9/1/85

Ms. Frances W. Isbell, Librarian Weslaco Public Library 515 S. Kansas Avenue Weslaco, Texas 78596	Represents public libraries	9/1/86
Mr. Lee Paulsel 1900 Canterbury Drive Fort Worth, Texas 76107	Represents citizens	9/1/86
Mr. Ramiro S. Salazar, Librarian Eagle Pass Public Library 589 Main Street Eagle Pass, Texas 78852	Represents public libraries	9/1/86

CERTIFICATE OF STATE ADVISORY COUNCIL

THE STATE OF TEXAS

I hereby certify that the attached documents for Fiscal Year 1986 were prepared with the advice of the State Advisory Council.

(✓) Basic State Plan and/or Amendment

(✓) Long Range Plan

(✓) Annual Program

STATE ADVISORY COUNCIL

By: Edward R Johnson

Date: 5/9/85

CERTIFICATE OF STATE ADVISORY COUNCIL

THE STATE OF TEXAS

I hereby certify that the attached documents for Fiscal Year 1986 were prepared with the advice of the State Advisory Council.

(✓) Basic State Plan and/or Amendment

(✓) Long Range Plan

(✗) Annual Program

STATE ADVISORY COUNCIL

By: [illegible] Callaway

Date: 5-9-85

CERTIFICATE OF STATE ADVISORY COUNCIL

THE STATE OF TEXAS

I hereby certify that the attached documents for Fiscal Year 1986 were prepared with the advice of the State Advisory Council.

(✓) Basic State Plan and/or Amendment

(✓) Long Range Plan

(✓) Annual Program

STATE ADVISORY COUNCIL

By: Vivian L Dow

Date: 5-9-85

CERTIFICATE OF STATE ADVISORY COUNCIL

THE STATE OF TEXAS

I hereby certify that the attached documents for Fiscal Year 1986 were prepared with the advice of the State Advisory Council.

(✓) Basic State Plan and/or Amendment

(✓) Long Range Plan

(✓) Annual Program

STATE ADVISORY COUNCIL

By: Christene Davis Green

Date: May 9, 1985

CERTIFICATE OF STATE ADVISORY COUNCIL

THE STATE OF TEXAS

I hereby certify that the attached documents for Fiscal Year 1986 were prepared with the advice of the State Advisory Council.

( ) Basic State Plan and/or Amendment

( ) Long Range Plan

( ) Annual Program

STATE ADVISORY COUNCIL

By: Dorothy Hawthorne

Date: 5/9/85

CERTIFICATE OF STATE ADVISORY COUNCIL

THE STATE OF TEXAS

I hereby certify that the attached documents for Fiscal Year 1986 were prepared with the advice of the State Advisory Council.

(✓) Basic State Plan and/or Amendment

(✓) Long Range Plan

(✓) Annual Program

STATE ADVISORY COUNCIL

By: Frances W. Isbell

Date: May 9, 1985

CERTIFICATE OF STATE ADVISORY COUNCIL

THE STATE OF TEXAS

I hereby certify that the attached documents for Fiscal Year 1986 were prepared with the advice of the State Advisory Council.

(✓) Basic State Plan and/or Amendment

(✓) Long Range Plan

(✓) Annual Program

STATE ADVISORY COUNCIL

By: Kathryn Meharg

Date: 5-9-85

CERTIFICATE OF STATE ADVISORY COUNCIL

THE STATE OF TEXAS

I hereby certify that the attached documents for Fiscal Year 1986 were prepared with the advice of the State Advisory Council.

(X) Basic State Plan and/or Amendment

(X) Long Range Plan

(X) Annual Program

STATE ADVISORY COUNCIL

By: [illegible] K. Miller

Date: 5/9/85

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(✓) Long Range Plan

(✓) Annual Program

STATE ADVISORY COUNCIL

By: ______________________

Date: 5-9-85

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STATE ADVISORY COUNCIL

By: ____________________

Date: May 9, 1985

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(✓) Annual Program

STATE ADVISORY COUNCIL

By: Mary Kay Snell

Date: 9 May 1985

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THE STATE OF TEXAS

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(✓) Long Range Plan

(✓) Annual Program

STATE ADVISORY COUNCIL

By: Carl Williams

Date: May 9, 1985

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